



# MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<b>DEPARTMENT:</b>	Montgomery County Library	<b>JOB GRADE:</b>	11
<b>JOB TITLE:</b>	Librarian II- Marketing	<b>ANNUAL SALARY:</b>	\$44,321 - \$55,000 Dependent on qualifications
<b>LOCATION:</b>	Central Library	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Monday-Friday (8:00am-5:00pm)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 - 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

## Education, Experience and Skill Requirements

- Master's Degree in Library Science from an ALA-accredited program or equivalent studies/experience in Marketing/Communications
- Previous library work with some supervisory experience desired
- Demonstrated experience with marketing principles, including brand identity, online presence, and strategies to promote and publicize library services and programs
- Superior communication skills, both oral and written, that present ideas clearly and concisely, including presentations to individuals and groups
- Working knowledge of technology for libraries, fluency with MS Office Suite and integrated library system (SyrsiDynix Symphony preferred)
- Exceptional interpersonal and collaboration skills, able to work with diverse teams as well as in partnership with other staff, departments, and supporting organizations
- Excellent professional image and positive attitude
- Ability to accomplish objectives within team setting
- Valid Texas Driver's License, or ability to obtain within 30 days of employment, and excellent driving record

## Primary Job Duties

- Develops a marketing plan for MCMLS and strategies to achieve it, with assistance of Library Administration and staff; Evaluates and monitors effectiveness of marketing efforts
- Promotes and publicizes the System, its activities and services via a variety of formats, including print and social media
- Enhances public awareness of the value and quality of library services throughout the System
- Provides information services to library users, including but not limited to reference readers' advisory activities and basic technology assistance
- Identifies viable partnerships with organizations within the community, region, or nation having library focus or interests compatible with the Vision and Mission of the Library System
- Write proposals to address development objectives; and administers/reports on activities
- Attends and participates in professional activities, conferences and committees as appropriate
- Maintains awareness of professional trends, methods and ethics
- Performs other work as needed

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	6511-7250-1	Requisition No:	2723
Date Posted:	2/27/2019	Equal Employment Opportunity Employer	