



# MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.  
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 (Reference and Digital Services)	<b>ANNUAL SALARY:</b>	\$43,030-\$51,510 (Actual salary based on qualifications)
<b>LOCATION:</b>	Central Library (Conroe, TX) Adult Services Coordinator	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Includes some evenings and Saturdays as assigned.		
<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
- Previous library work experience
- Customer service/tech support
- Web page development
- Knowledge of HTML5 & CSS3
- Basic knowledge of Bootstrap framework
- Dreamweaver software and SharePoint
- Experience with CMS
- Some video editing experience
- Some graphic design experience
- Experience with computer software & technology, including use of electronic catalog
- Presentation and computer training experience and skills
- Working knowledge of Windows and Microsoft Office
- Internet search skills
- Experience in accomplishing objectives within a team setting

## Primary Job Duties

- Provides basic and upper level tech support for software, ebooks and internet
- Instructs customers in setting up ebooks on various devices
- Plans, implements and promotes innovative uses of current and emerging technologies in support of reference, instructional services and electronic access to library resources
- Coordinates the design and leads the development and maintenance of the Library’s website and Intranet, including facilitating, updating and upgrading of the sites and managing the Webmaster account
- Instructs customers and staff in online information seeking and electronic resources
- Provides readers advisory and reference services including online searching
- Assists in maintaining and developing the library collection, including print, audiovisual and electronic resources
- Interacts with vendors and other library system personnel to resolve issues pertaining to use and access to online databases
- Attends and participates in professional activities conferences and committees, as appropriate
- Maintains and awareness of professional trends, methods and ethics
- Performs other work as needed
- Maintains awareness of emerging technologies, supports and promotes their use

<b>Position No:</b>	6511-7250-1	<b>Requisition No:</b>	2652
<b>Date Posted:</b>	08-10-2018	<b>Equal Employment Opportunity Employer</b>	