



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.

DEPARTMENT:	Montgomery County Library	JOB GRADE:	11
JOB TITLE:	Librarian II (Reference and Digital Services)	ANNUAL SALARY:	\$43,030-\$51,510 (Actual salary based on qualifications)
LOCATION:	Central Library (Conroe, TX) Adult Services Coordinator	CIVIL SERVICE:	Yes
SHIFT HOURS:	Includes some evenings and Saturdays as assigned.		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 - 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	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

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:	2652
Date Posted:	08-10-2018	Equal Employment Opportunity Employer	

