



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:	10
JOB TITLE:	Computer Analyst (Training Lab Assistant)	ANNUAL SALARY:	\$40,824-\$52,330
LOCATION:	Mitchell Branch (The Woodlands)	CIVIL SERVICE:	Yes
SHIFT HOURS:	Monday - Friday (8:00am - 5:00pm) Some evenings and Saturdays required		
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

- | | |
|---|--|
| <ul style="list-style-type: none"> • Advanced technical skills acquired through extensive experience or formal training • Intermediate to advanced experience with internet and computer software, including Windows, Microsoft Office products and online automation • Experience in PC maintenance-MCSE, A+ and network experience | <ul style="list-style-type: none"> • Outstanding interpersonal skills • Excellent communication, both oral and written • Experience in accomplishing objectives within a team setting • Presentation experience and skills |
|---|--|

Primary Job Duties

- | | |
|---|--|
| <p>Conducts computer and software instruction to individuals and groups, including:</p> <ul style="list-style-type: none"> • Identifying user needs and designing lessons to address those needs • Being available and responsive to requests from individuals, including staff for instructions • Provide classes at Mitchell Library and at South Branch weekly. | <ul style="list-style-type: none"> • Maintain and troubleshoot branch computers • Assist library users at the information desk by addressing individual problems with hardware and software • Assist branch management in planning for future technology needs • 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:	6511-5503-1	Requisition No:	2710
Date Posted:	1-23-2019	Equal Employment Opportunity Employer	