



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.**

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| DEPARTMENT: | Montgomery County Library | JOB GRADE: | 12 |
| JOB TITLE: | Branch Manager | ANNUAL SALARY: | \$48,080-\$65,390 (dependent upon qualifications) |
| LOCATION: | Tullis Branch Library New Caney, TX | CIVIL SERVICE: | Yes |
| SHIFT HOURS: | Includes evenings & 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 a ALA - accredited program
- Library work in reference, collection development and community relations, with a minimum of 2 years of increasing responsibility in supervision
- Ability to supervise staff and organize work priorities successfully
- Ability to work harmoniously with the public
- Excellent communication skills
- Experience with PCs, including automation software (Sirsi Dynix, preferred)
- Must pass background investigation

Primary Job Duties

- Interview, train, supervise, schedule and evaluate staff for Branch facility
- Implement and interpret library policies for library users and staff
- Provide readers advisory and references services, including online searching
- Acts as a liaison between library administration, other branches and branch staff
- Develop and maintain rapport with the community organizations and the Friends of the Library Group
- Attend and participate in professional activities, conference and committees
- Supervise building maintenance needs
- Develop and maintains current collection to address diverse information needs
- Develop the branch's annual budget for administration; monitor and apportion expenditure of branch's gift and memorial fund
- Identify library needs in the community; plan and provide services and programs to meet community needs
- Participates in Administrative Leadership Team, Contributes to strategic planning and implementation
- Perform 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.

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| Position No: | 6511-7302-5 | Requisition No: | 2605 |
| Date Posted: | 03/01/2018 | Equal Employment Opportunity Employer | |