



# 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>	12
<b>JOB TITLE:</b>	Branch Manager	<b>ANNUAL SALARY:</b>	\$48,080-\$65,390 (dependent upon qualifications)
<b>LOCATION:</b>	Tullis Branch Library New Caney, TX	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Includes evenings & 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 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

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