



# MONTGOMERY COUNTY JOB POSTING NOTICE

**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>	Reference Librarian Genealogy & Local History	<b>ANNUAL SALARY:</b>	\$45,163-\$59,000
<b>LOCATION:</b>	Central Library Conroe, TX	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Monday-Friday (8:00am-5:00pm) Includes 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**

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| <ul style="list-style-type: none"> <li>• Master’s Degree in Library Science or Library Information Science from an ALA accredited program or equivalent</li> <li>• Three (3) years or more professional librarian experience, knowledge of special collections methods and practices, with at least one year of management/supervisory experience</li> <li>• Experience in genealogy and local history research</li> <li>• Strong public service background</li> <li>• Advanced training or certification desirable</li> </ul> | <ul style="list-style-type: none"> <li>• Demonstrated organizational planning skills</li> <li>• Ability to direct and motivate staff</li> <li>• Ability to achieve objectives in a team setting</li> <li>• Outstanding interpersonal skills; ability to work with a wide range of users having diverse ability’s</li> <li>• Technology competence, including but not limited to computer skills for access/input, online searching, microform organization/reproduction, and equipment troubleshooting for maintenance</li> </ul> |
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### **Primary Job Duties**

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| <ul style="list-style-type: none"> <li>• Manages the operations of the Genealogy &amp; Local History room, a unit of the Montgomery County Memorial Library System</li> <li>• Supervises staff of 2.5 FTE, including selection, training and evaluation</li> <li>• Coordinates, develops, and evaluates services that address users’ information needs</li> <li>• Performs information delivery and reference services</li> <li>• Provides collection development, promotion, and maintenance for the unit</li> <li>• Participates in microfilm and database acquisitions for the unit and library system</li> </ul> | <ul style="list-style-type: none"> <li>• Presents programs for genealogy and local history training, both onsite and during outreach</li> <li>• Plans and completes special projects, including digitization</li> <li>• Develops annual budget request and monitors expenditures for approved allocations</li> <li>• Participates in System committees and professional organizations; attend meetings and conferences; maintains knowledge of current developments and practices in the field</li> <li>• Requires evenings and weekend hours, as scheduled</li> <li>• Any and all other duties assigned</li> </ul> |
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<b>Position No:</b>	6511-7203-6	<b>Requisition No:</b>	2850
<b>Date Posted:</b>	03-17-2020	Equal Employment Opportunity Employer	