# 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.

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Montgomery County Library</th>
<th>JOB GRADE:</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE:</td>
<td>Reference Librarian</td>
<td>ANNUAL SALARY:</td>
<td>$52,794.00</td>
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<tr>
<td>LOCATION:</td>
<td>Central Library (Conroe, TX)</td>
<td>CIVIL SERVICE:</td>
<td>Yes</td>
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<tr>
<td>SHIFT HOURS:</td>
<td>Hours will vary. Includes evenings and Saturdays, as assigned.</td>
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<tr>
<td>SUBMIT APPLICATIONS:</td>
<td>Montgomery County Human Resources Department</td>
<td>ADDRESS:</td>
<td>501 N. Thompson, Ste. 400 Conroe, TX 77301</td>
</tr>
<tr>
<td>PHONE:</td>
<td>(936) 539 – 7886</td>
<td>FAX:</td>
<td>(936) 788-8396</td>
</tr>
<tr>
<td>E-MAIL:</td>
<td><a href="mailto:jobs@mctx.org">jobs@mctx.org</a></td>
<td>WEBSITE:</td>
<td><a href="http://www.mctx.org">www.mctx.org</a></td>
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<tr>
<td>OFFICE HOURS:</td>
<td>Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)</td>
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## Education, Experience and Skill Requirements
- Master’s Degree in Library Science from an ALA-accredited program, or within last semester
- Previous library work experience desired
- Good communication skills, oral and written
- Strong interpersonal skills; able to work well with library customers and co-workers
- Must pass background check
- Experience with computer software & technology, including use of electronic catalog
- Working knowledge of Windows and Microsoft office
- Internet search skills
- Presentation experience and skills
- Valid Texas driver’s license and good driving record

## Primary Job Duties
- Assist in maintaining and developing the library collections, including print, audiovisual, and electronic resources
- Selects materials for the circulating and reference collections
- Provides readers advisory and reference service including on-line computer searching
- Attends and participates in professional activities, conferences, and committees
- Reference librarian is responsible for facilities and operations during weekend and evening shifts
- May plan, organize and/or present programs to address service needs and training
- Maintains an awareness of professional trends, methods and ethics
- Performs any and all other duties assigned

Position No: 6511-7203-26  Requisition No: 3351
Date Posted: 12-11-2023  Equal Employment Opportunity Employer