# 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>$49,796-$62,255 (Salary dependent on qualifications)</td>
</tr>
<tr>
<td>Location</td>
<td>Central Library (Conroe, TX)</td>
<td>Civil Service</td>
<td>Yes</td>
</tr>
<tr>
<td>Shift Hours</td>
<td>Hours will vary. Includes evenings and Saturdays, as assigned.</td>
<td></td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td>Office Hours</td>
<td>Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 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: 6511-7203-0
Requisition No: 3262
Date Posted: 06-06-2023

Equal Employment Opportunity Employer