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.

DEPARTMENT: Montgomery County Library

JOB TITLE: Library Assistant IV

JOB GRADE: 6

HOURLY SALARY: $22.96

LOCATION: Central Library (Conroe, TX)

CIVIL SERVICE: Yes

SHIFT HOURS: Monday – Friday (8:00am – 5:00pm) Includes evenings and 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)

You must FIRST take the Montgomery County Clerical Test and pass with the required scores before you can submit an application for this position.

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:
Typing: 30wpm Math: 70% Admin: 70%

Request Clerical Testing:
Send request by email to: jobs@mctx.org
Subject Line: Clerical Testing
Include in body of email: Last name, First name

WATCH YOUR EMAIL
An email with your clerical test invitation will be sent to you. Follow instructions provided in email.

*Please allow up to 72 hours for human resource to respond*

Education, Experience and Skill Requirements

- High School Diploma or equivalent
- 2-4 years’ work experience, library work and some supervision preferred
- Basic computer skills required, 30WPM
- Outstanding interpersonal skills. Ability to work well with the library customers and staff
- Strong communication skills, oral and written
- Ability to accomplish objectives in a team setting
- Successful experience in handling and recording money transactions, preferred
- Ability to organize work priorities and schedule staff to address them
- Basic public, desk and phone etiquette
- Library terminology, tools, methods and procedures
- Library automation
- Basic office practices and procedures
- Use of standard office equipment, computers, calculators, photocopiers, etc.
- Physical ability to perform the responsibilities listed
- Principles and practices of supervision
- Must pass Background verification

Primary Job Duties

- Acts as working supervisor of the Circulation staff at a busy and extensively utilized branch
- Supervises, schedules & assists in hiring circulation staff
- Interprets and implements the library policies and procedures for the library users and staff
- Collects fines and fees; prepares daily cash receipts and weekly deposits, as needed
- Trains New Employees – with the abilities to:
  o Effectively present a vast array of information
  o Articulate information to varying learning styles
  o Clearly present information and solicit the learners participation
  o Remain on task and on target with organizational needs
- Responds to customer needs and complaints, in person or via telephone or e-mail
- Manage stack maintenance to ensure prompt re-shelving of materials, shelf reading, tracing and searching
- Reports problem, both automation and public relations
- Maintains circulation data and prepares regular statistical reports
- Assists unit management in identifying needs and developing budget requests
- Collaborate with other staff as needed
- Participates in committees, meetings and training sessions, as appropriate
- Performs 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.

Position Number: 6511-7053-0

Requisition Number: 3350

Date Posted: 12-08-2023

Equal Employment Opportunity Employer