



# 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>	11
<b>JOB TITLE:</b>	Reference Librarian- Children's	<b>ANNUAL SALARY:</b>	\$49,796-\$57,000
<b>LOCATION:</b>	West Branch Montgomery	<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**

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| <ul style="list-style-type: none"> <li>• Master's degree in Library Science from a ALA-accredited program or within last semester</li> <li>• Previous library work experience desired</li> <li>• Experience with computer software and technology, including use of electronic catalog</li> <li>• Experience with PC maintenance desirable</li> <li>• Supervisory experience beneficial</li> </ul> | <ul style="list-style-type: none"> <li>• Internet search skills</li> <li>• Working knowledge of Windows and Microsoft Office</li> <li>• Experience in accomplishing objectives within team setting</li> <li>• Good communication skills, oral and written</li> <li>• Must pass Background verification</li> </ul> |
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### **Primary Job Duties**

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| <ul style="list-style-type: none"> <li>• Provides readers advisory and reference service including on-line computer searching for children, young adults and adults, as needed</li> <li>• Assists in maintaining and developing the library collections, including print, audiovisual and electronic resources</li> <li>• Selects materials for the circulating and reference collections and monitors expenditures within established budget</li> <li>• Plans and coordinates children's services and programs, including summer reading programs</li> <li>• Supervises full time Library Assistant II who participates in delivering youth services</li> </ul> | <ul style="list-style-type: none"> <li>• Develops highly visible public relations program for youth services in the community, including schools and other organizations</li> <li>• Assist in budget development to meet unit and system goals</li> <li>• Attend and participates in professional activities, conferences and committees</li> <li>• Maintain an awareness of professional trends, methods and ethics, particularly with regard to children's literature and services</li> <li>• Performs other work as needed</li> </ul> |
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Position No:	6511-7203-25	Requisition No:	6219
Date Posted:	03-09-2023	Equal Employment Opportunity Employer	