



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 GRADE:	5
JOB TITLE:	Library Assistant II - Children's Services	HOURLY SALARY:	\$14.69
LOCATION:	Malcolm Purvis Branch Magnolia, 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
- Prior work experience with children (volunteer work experience considered)
- Basic computer skills required, typing 30+ wpm
- Experience with automated library catalog, internet search skills preferred
- Strong interpersonal skills, able to work well with library customers and other staff members
- Good communications skills
- Ability to accomplish objectives in a team setting
- Physical ability to perform responsibilities as listed
- Must pass a criminal background check

Primary Job Duties

- Assists and helps coordinate children's services and programs, presenting preschool and or toddler story times, which may include reading or telling stories, finger plays and singing as well as operating audiovisual equipment
- Conducts tours for groups and individuals, as needed
- Types and files; enters data into automated system, as appropriate to specific position
- Reports problems, both automated and system, as appropriate to specific position
- Assist in keeping materials shelved in accordance with library policy and in keeping adult services area tidy and neat
- Assists unit supervisor in identifying needs and preparing unit budget and supply requests
- Assist in keeping materials shelved in accordance with library policy and in keeping Children's area tidy and neat
- Provides readers advisory and information services, including online searching and instruction in use of automated catalog, for children, young adults and adults as needed
- Prepare flyers, handouts, promotional items in conjunction with programs or outreach activities
- Assist in planning and presentations of summer reading program activities with Children's Librarian and Youth Services Coordinator
- Assists unit supervisor in identifying service needs, including materials for the collection and the weeding of the section
- Keeps daily and monthly statistical records of materials and service, as appropriate
- Participates in meetings and training as needed
- Works circulation desk, as needed
- 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:	6511-7051-501	Requisition Number:	3192
Date Posted:	12-01-2022	Equal Employment Opportunity Employer	

