



How to Search for Jobs

1. Go to <https://tinyurl.com/MCGJobsHomepage>.

Tip: If you do not have an AccessMCG Extranet account, go to <http://tinyurl.com/MCGJobSearch> and skip to step 5.

2. Click Login to AccessMCG Extranet.

Current MCG Employees:

- Log in to the AccessMCG ePortal for employees:
<https://eportal.montgomerycountymd.gov>
- Click Employee Self-Service.
- Click Go to Employee Self-Service.
- Click MCG HR iRecruitment Employee.
- Follow the steps in this document beginning with step 4.

Welcome to our Job Site

Dear Potential Applicant:

Thank you for visiting Montgomery County Government online applicant system and for your interest in employment with the County.

Please note:

- Registering does not make you an applicant.
- If you are a first-time user applying for a job, you must create a new account.
- You must apply to specific job positions online to be considered.
- All components of the Job Application Process and Qualification Assessment must be completed in order to be evaluated and considered for a position.
- Incomplete applications will not be reviewed, evaluated or considered for employment.
- Your Job Application is only complete when you have successfully uploaded your resume and received the following confirmation message, "Thank you for submitting your application."
- The system allows only one document to be uploaded and has a 30-minute time out.
- Once you have completed the Qualification Assessment component, if you have timed out of the system, you **must re-login** and complete your application.
- The account activation may take up to 15 minutes to complete. All of our recruitments close by 11:59pm on the posted closing date. Please make sure you do the activation setup immediately so you can apply timely for a posted job.
- Applications for current job openings are not accepted after the closing date.
- You can keep track of the status of your applications and employment process online at any time.

This website is best used with Internet Explorer 10 or higher, Firefox, Chrome, and Safari.

Login

Already registered on AccessMCG Extranet?

To apply for County jobs and to check your application status online, you must login using your AccessMCG Extranet account.

[Login to AccessMCG Extranet](#)

Do not have AccessMCG Extranet account?

If you are applying for a job for the first time, you **MUST** create and activate an AccessMCG Extranet account. The account activation may take up to 15 minutes to complete. Click on Register Today to create your account.

[Register today](#) [Help on Registration](#)

Active County Employee?

If you are a current Montgomery County Government employee, then you **MUST** access the iRecruitment portal via Oracle ESS using your Single Sign-On

[Active Employee Login](#)

3. Enter your email and password, then click Log In.

UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

Sign in to AccessMCG Extranet

Your Email:

Password:

accessMCG
extranet
application portal



4. Click the Search Jobs tab.

 **iRecruitment**

Home | **Search Jobs** | My Account

Welcome to our Job Site! Test, Test



Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications.

From	Subject	Sent
SYSADMIN	The status of your job application for IRC27722 is changed	04-Apr-2018 09:53:56
SYSADMIN	The status of your job application for IRC30762 is changed	03-Apr-2018 13:10:36
SYSADMIN	The status of your job application for IRC30417 is changed	29-Mar-2018 17:39:08
SYSADMIN	The status of your job application for IRC28162 is changed	19-Mar-2018 13:28:24
SYSADMIN	The status of your job application for IRC30233 is changed	06-Mar-2018 13:45:56

Jobs Applied For

Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications.

Name	Job Title	Organization	Location	Status	Communication Details
IRC27574	Library Page, Grade S2	LIB 71 Library Pages	Rockville, MD, US	Rater Review	
IRC29691	Correctional Dietary Officer I; Grade 17	COR 42 DS Food Services	Rockville, MD, US	Withdrew from Consideration	
IRC29124	Program Manager II (911 Coordinator), Grade 25	POL 47 MSB Communications Division	Gaithersburg, MD, US	Withdrew from Consideration	
IRC29671	Public Safety Emergency Communications Specialist I - Grade 15	POL 47 MSB Communications Division	Gaithersburg, MD, US	Did not meet screening criteria	
IRC29166	Social Worker III (Child Welfare Services), Grade 24	HHS 60 Child Welfare Services	Rockville, MD, US	Withdrew from Consideration	

My Appointments

Appointments Scheduled

Name	Date	Start Time	End Time	Type	Category	Status	Contact Name	Contact Number	Appointment Details
No results found.									

5. Click Go to see all the jobs currently available; to see only certain types of jobs, select one or more Job Categories and click Go.

Montgomery County
iRecruitment

Home Search Jobs

Available Jobs Jobs Applied For

Jobs: Available Jobs

Save Search

Search

Begin your search by selecting one or more of the options below. Hold down the **Ctrl** key and click to choose multiple Job Categories. Leave blank to select all areas. Select "All" from the Date Posted to return all jobs. Click Go to execute the search.

- All components of the Job Application Process and Qualification Assessment must be completed in order to be evaluated and considered for a position.
- Incomplete applications will not be reviewed, evaluated or considered for employment.
- Your Job Application is only complete when you have successfully uploaded your resume and received the following confirmation message, "Thank you for submitting your application."

Keywords
(example: Marketing Java DBA)

Job Category
Clerical/Administrative
General Professional
Health and Social Services
Information Technology
Managerial Executive
Montgomery County Government Employees Only
Public Safety
Temporary/Seasonal/Substitute

Date Posted
All

Go Clear

Select Name
No search conducted.

Job Title Organization Name Job Category Location Date Posted Closing Date Employment Status

Tip: If you are not logged in and are searching jobs outside of the iRecruitment system, you will need to click Search instead of Go.

6. Under the Name column, click the IRC number of the job in which you are interested.

Tip: If you do not see a job in which you are interested, click the Next 10 link to show more jobs.

Select Jobs: Previous 1-10 Next 10

Select All Select None

Select	Name	Job Title	Organization Name	Job Category	Location	Date Posted	Closing Date	Employment Status
<input type="checkbox"/>	IRC29364	Engineer III, Grade 25	Department of Transportation, Division of Transportation Engineering, Transportation Planning and Design Section	General Professional	Gaithersburg, MD, US	23-Apr-2018	14-May-2018	Full Time
<input type="checkbox"/>	IRC31022	Correctional Specialist IV - Pre-Trial Supervision, Grade 25	Department of Correction & Rehabilitation	Montgomery County Government Employees Only	Rockville, MD, US	20-Apr-2018	05-May-2018	Full Time
<input type="checkbox"/>	IRC31242	Librarian I - Substitute, Grade 21	Department of Public Libraries	Temporary/Seasonal/Substitute	Rockville, MD, US	19-Apr-2018		Part Time
<input type="checkbox"/>	IRC31202	Public Administration Associate, Grade 16	Office of Procurement	General Professional	Rockville, MD, US	19-Apr-2018	03-May-2018	Full Time
<input type="checkbox"/>	IRC31083	Office Services Coordinator (Operations Coordinator), Grade 16	Community Engagement Cluster, Gilchrist Immigrant Resource Center	Montgomery County Government Employees Only	Wheaton, MD, US	19-Apr-2018	26-Apr-2018	Full Time
<input type="checkbox"/>	IRC30922	Permitting & Code Enforcement Inspector III, (Zoning and Site Plan Enforcement), Grade 23	Department of Permitting Services	General Professional	Rockville, MD, US	19-Apr-2018	10-May-2018	Full Time
<input type="checkbox"/>	11323	Community Services Aide III, Grade 18	Health and Human Services	Health and Social Services	Rockville, MD, US	19-Apr-2018	03-May-2018	Full Time
<input type="checkbox"/>	IRC31262	Program Specialist II (Digital Strategies Program Specialist), Grade 21	Department of Public Libraries	General Professional	Rockville, MD, US	18-Apr-2018	03-May-2018	Full Time
<input type="checkbox"/>	IRC30640	Contracts Administrator	Department of Technology Services	General Professional	Rockville, MD, US	18-Apr-2018	09-May-2018	Full Time
<input type="checkbox"/>	IRC31182	Manager II (Chief, Health and Human Services Division), Grade M2	Office of the County Attorney	Managerial Executive	Rockville, MD, US	18-Apr-2018	02-May-2018	Full Time

Select Jobs: Previous 1-10 Next 10

7. Read the Job IRC.

Tip: Print the Job IRC so that you can reference it during the application process.

Also note the job's closing date (the date after which applications are no longer accepted). Once the closing date has passed, the job's IRC is no longer available to view. While most MCG jobs have closing dates, some may be "open continuous" or "open until filled."

If you are logged in, you can click Apply Now to apply for the job. Follow the steps in the document, [How to Apply for a Position](#).

Recruitment

Home Search Jobs Available Jobs Jobs Applied For Search Jobs: Available Jobs Job: IRC11252

Apply Now

Description

Job Title: Program Specialist II (Digital Strategies Program Specialist), Grade 21
Location: Rockville, MD, US
Organization Name: Department of Public Libraries

Medical Exam: No
Background Investigation: No
Financial Disclosure: No
Job Description: No

Closing Date: May 3, 2018

Are you a website and social media professional interested in using your skills to delight Montgomery County Public Libraries' customers by providing a world-class experience to our external customers?

Montgomery County Public Libraries, an urban and diverse library system with 21 locations serving a population of 1 million residents, seeks a Program Specialist II to support other library staff in their use of online tools. The Program Specialist supports the library's website, online calendar of events, collaboration space, mobile apps, and other digital services. The successful candidate will create and maintain web pages, post to social media, explore and recommend new support other library staff in their use of online tools. This work will include designing and coding webpages, writing, reviewing, and editing website and social media content, training other library staff on the use of digital tools, troubleshooting digital services, and working with other County departments, state agencies, and external customers. This position works closely with other Digital Strategies Staff, branch staff, and Libraries' IT staff.

Examples of job duties:

- Updating the MCPL website with new content on a regular basis
- Collaborating with staff to create and implement new digital content and services
- Implementing improvements to digital services, such as new programs or enhancements to existing services
- Conducting regular quality assurance of the MCPL website and intranet - checking spelling and grammar, reviewing accuracy and completeness of content, and reviewing content consistency
- Training staff on the use of digital signage, online calendar of events, the staff intranet, and other digital tools
- Writing for, posting to, and responding to comments on social media platforms on behalf of Libraries
- Participating in "live coverage" of library events on social media
- Taking photos for the website and social media and creating artwork for social media
- Utilizing mobile device management software and updating and troubleshooting mobile devices
- Completing production work on an email newsletter
- Completing production work on audio and video recordings
- Creating and maintaining web forms and surveys

Library hours of operation are Sunday through Saturday including nights. Individual schedules will vary based on customer service needs. Sunday hours may be required at any branch.

Bilingual applicants are encouraged to apply. Additional pay may be available for bi-lingual languages other than English. In order to qualify for multilingual pay, applicants will be required to pass successfully a multilingual examination.

Additional Employment Information

All applicants will respond to a series of questions related to their education, relevant experience, knowledge, skills and abilities required to minimally perform the job. The applicant's responses in conjunction with his/her resume and all other information provided in the employment application process will be evaluated to determine the minimum qualification and preferred criteria status. Based on the results, the highest qualified applicants will be placed on an Eligible List and may be considered for an interview. Employees meeting minimum qualifications who are the same grade will be placed on Eligible List as a "Lateral Transfer" candidate and may be considered for interview.

OHR reviews the minimum qualifications of all applicants, irrespective of whether the candidate has previously been found to have met the minimum requirements for the job or been temporarily promoted to the same position. This evaluation is based solely on the information contained in the application/resume submitted for this specific position/IRC.

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to special.accommodations@montgomerycountymd.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on [Hiring Preference](#).

Minimum Qualifications

Education: Graduation from an accredited college or university with a Bachelor's Degree.
Experience: Two (2) years of experience in website content production or social media outreach.
Equivalency: An equivalent combination of education and experience may be substituted.

Preferred Criteria

The applications of those individuals meeting the minimum qualifications will be reviewed to determine the extent, relevancy of training, and experience in the following areas:

- professional webpage design and creation
- creating website content and writing for the web
- addressing concerns such as ADA compliance and mobile responsiveness in website design, content creation, and writing for the web
- creating content for and using social media tools (Twitter, Facebook, Instagram, Pinterest) for marketing, outreach, and customer service for an organization
- assisting staff to learn new technologies
- learning and implementing new technologies

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

Minimum Salary: 52684
Maximum Salary: 87107
Currency: USD

Tip: If you are not logged in, you will not see the Apply Now button. Instead, you will need to log in (or register for an AccessMCG Extranet account by returning to the Home tab at top left).