How to Apply for a Position

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.

1. **Go to https://tinyurl.com/MCGJobsHomepage.**

2. **Click Login to AccessMCG Extranet.**
   Tip: If you do not have an AccessMCG Extranet account, you will need to create one before applying for a position; click the "Register today" button.

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iRecruitment

Home | Search Jobs

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.

4. Click the Search Jobs tab.

5. Click Go to see all the jobs currently available.

6. Under the Name column, click the IRC number of the job for which you want to apply.

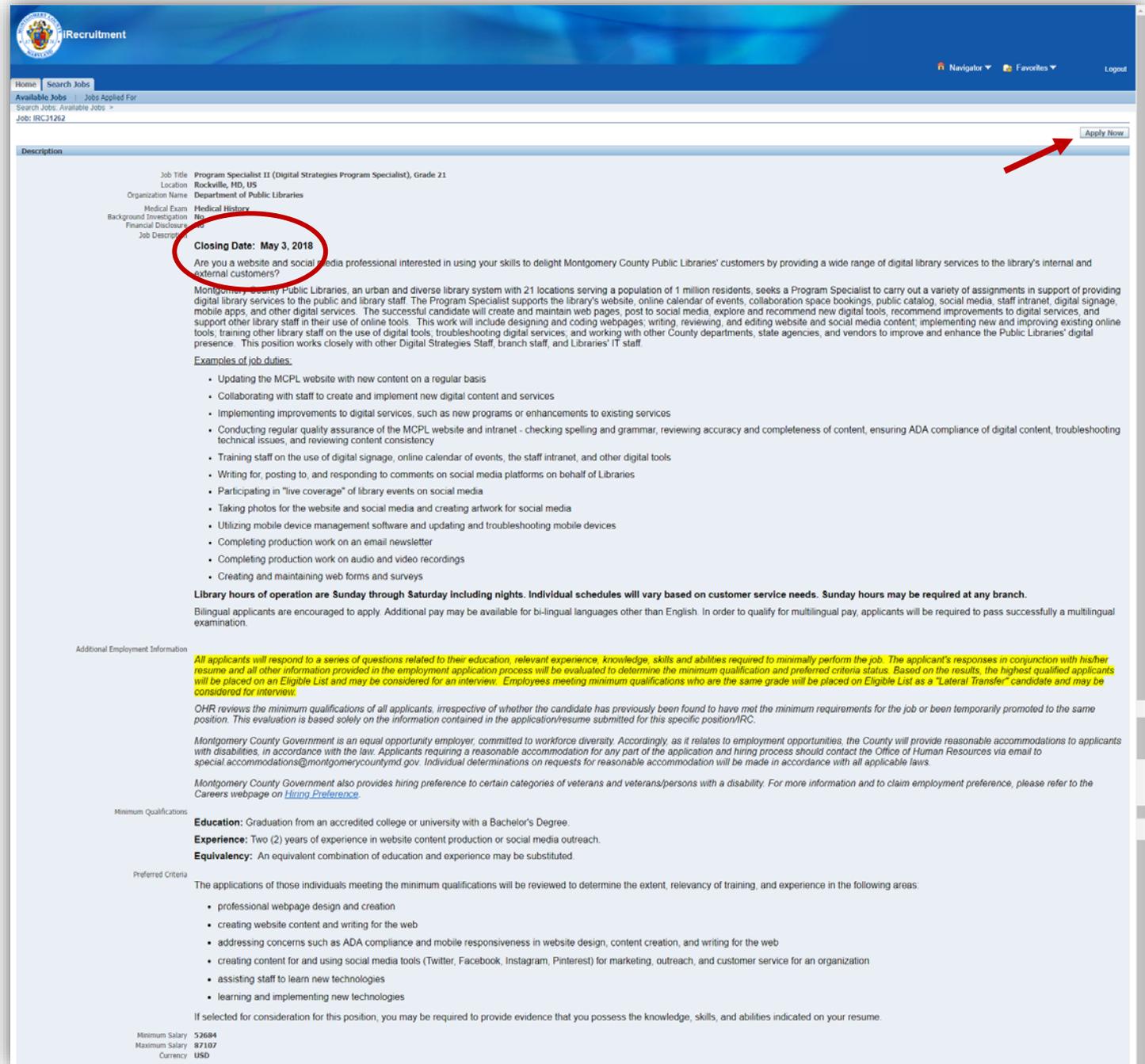Tip: If you do not see a job in which you are interested, click the Next 10 link to show more jobs.

7. Click Apply Now.

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.

Note: Most MCG jobs have closing dates, but a few are "open continuous" or "open until filled."

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iRecruitment

Navigator ▼   Favorites ▼   Logout

Home | Search Jobs
Available Jobs | Jobs Applied For
Search Jobs: Available Jobs >
Job: IRC31262

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 Medical History
Background Investigation No
Financial Disclosure No
Job Description

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 wide range of digital library services to the library's internal and 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 to carry out a variety of assignments in support of providing digital library services to the public and library staff. The Program Specialist supports the library's website, online calendar of events, collaboration space bookings, public catalog, social media, staff intranet, digital signage, mobile apps, and other digital services. The successful candidate will create and maintain web pages, post to social media, explore and recommend new digital tools, recommend improvements to digital services, and 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; implementing new and improving existing online tools; training other library staff on the use of digital tools; troubleshooting digital services; and working with other County departments, state agencies, and vendors to improve and enhance the Public Libraries' digital presence. 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, ensuring ADA compliance of digital content, troubleshooting technical issues, 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

8. Click Next.

9. Click Continue to take the Qualification Assessment.

10. Click Continue to complete the Education and Relevant Experience section of the Qualification Assessment.

11. Enter all applicable information in the Education and Relevant Experience section, then click Next.

12. Confirm the information you entered in the Education and Relevant Experience section, then click Submit Section.
Note: After submitting this section, you will not be able to change your responses.

13. Click Continue to complete the Knowledge, Skills and Abilities (KSAs) section of the Qualification Assessment.
Note: Not all jobs require you to complete a KSA section. If required, it will appear as shown below.

Here is a sample question asked in the KSA section of the Qualification Assessment for a Virtual Services Program Specialist II:

14. Confirm the information you entered in the KSA section, then click Submit Section.
Note: After submitting this section, you will not be able to change your responses.

15. Click Continue to complete the Preferred Criteria, Competencies and Skills section of the Qualification Assessment.

Note: Not all jobs require you to complete this section. If required, it will appear as shown below.

Here is a sample question asked in the Preferred Criteria, Competencies and Skills section of the Qualification Assessment for a Virtual Services Program Specialist II:
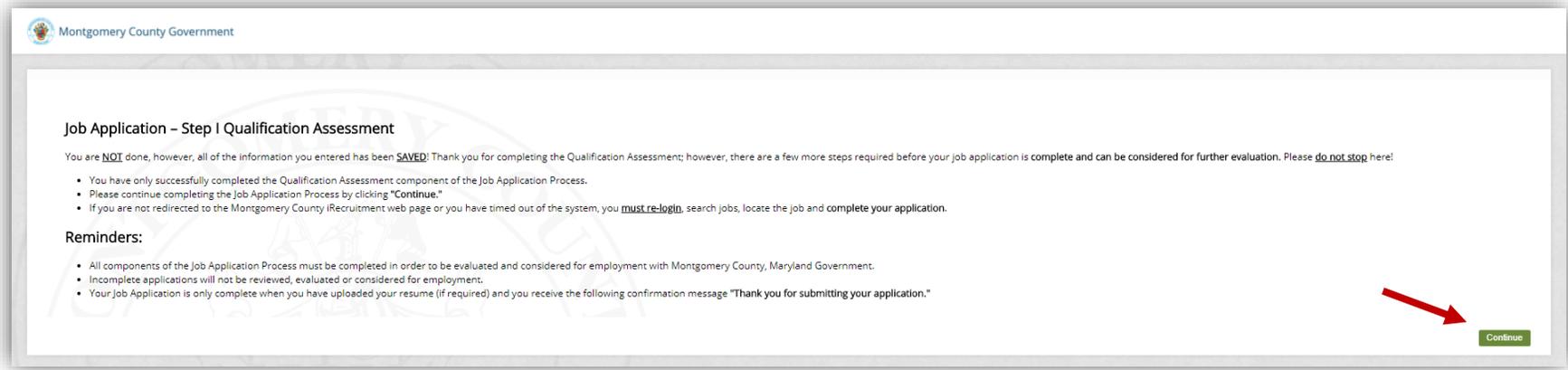

16. Confirm the information you entered in the Preferred Criteria, Competencies and Skills section of the Qualification Assessment, then click Submit Section.

Note: After submitting this section, you will not be able to change your responses.

17. To complete the job application process, click Continue.

Montgomery County Government

Job Application – Step I Qualification Assessment

You are <u>NOT</u> done, however, all of the information you entered has been <u>SAVED</u>! Thank you for completing the Qualification Assessment; however, there are a few more steps required before your job application is complete and can be considered for further evaluation. Please <u>do not stop</u> here!
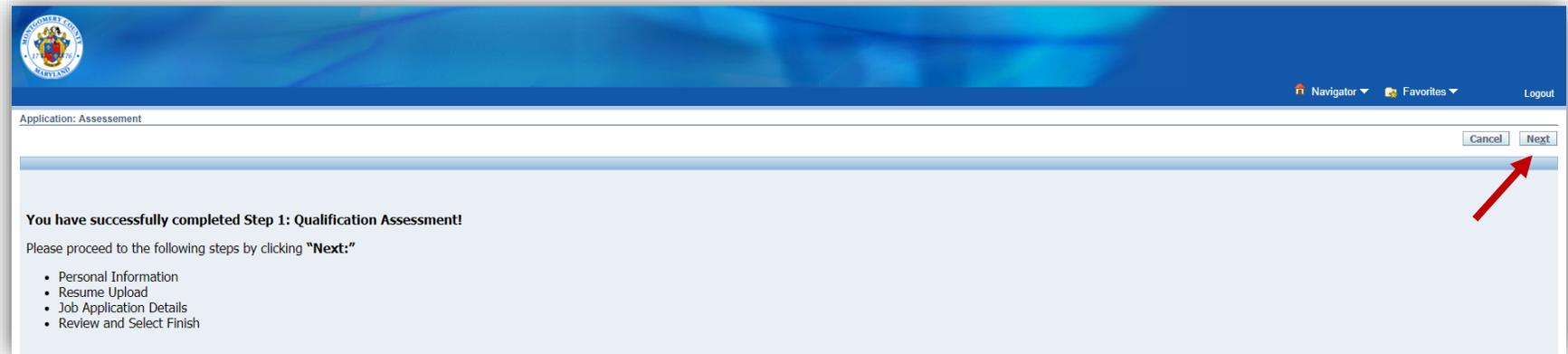
- You have only successfully completed the Qualification Assessment component of the Job Application Process.
- Please continue completing the Job Application Process by clicking "Continue."
- If you are not redirected to the Montgomery County iRecruitment web page or you have timed out of the system, you <u>must re-login</u>, search jobs, locate the job and complete your application.

Reminders:

- All components of the Job Application Process must be completed in order to be evaluated and considered for employment with Montgomery County, Maryland Government.
- Incomplete applications will not be reviewed, evaluated or considered for employment.
- Your Job Application is only complete when you have uploaded your resume (if required) and you receive the following confirmation message "Thank you for submitting your application."

Continue

18. You will see the following screen below; click Next.

Navigator ▼   **Favorites ▼**   Logout

Application: Assessement

Cancel   **Next**

You have successfully completed Step 1: Qualification Assessment!

Please proceed to the following steps by clicking **"Next:"**

- Personal Information
- Resume Upload
- Job Application Details
- Review and Select Finish

19. **Enter your personal information in the screen and upload your resume, then click Next.**

Tip: To preview your resume, click the file link and download it to your desktop. To replace your resume, press the "Click here to upload your resume" button and upload a new resume. To delete the resume you uploaded, click the trash can icon. Once you have submitted your application (see step 22), you will not be able to change your resume.

20. Enter the additional information requested on the following screen, then click Next.

Navigator ▾   Favorites ▾   Logout

Home | Search Jobs

Review Account   Enter Application Details   Review

Application: Other Info IRC31262
* Indicates required field

Cancel | Back | Step 2 of 3: Enter Application Details ▾ | Next

Equal Employment Opportunity

As part of Montgomery County's EEO & Diversity Management Program and as required by the Department of Justice, we are required to maintain workforce statistics by race/ethnicity and gender. Furnishing this information is strictly voluntary and relies upon self-identification. It is confidential and will be used for data collection and reporting purposes. Further this information shall not be used in any selection process or promotional opportunity as a basis for that employment decision. Additionally, declining to provide this information will not preclude, enhance, or otherwise limit your opportunities for employment with Montgomery County.

Date of Birth [   ] 📅
(example: 23-Apr-2018)
Sex [▾]
Race/Ethnicity [▾]
Select the ethnic group with which you identify most closely.
☑ I do not want to disclose my EEO information.

Do you have a disability as defined by the Americans with Disabilities Act Amendment Act of 2008?
Disability Act Disability? [▾]

Current Montgomery County Government Employees Only
Current employment status?
Employee Status? [▾]
Original Hire Date? [   ] 📅
I am applying for: [▾]

Former Montgomery County Government Employees Only
* Are you a former Montgomery County Government Employee? ○ No ○ Yes
These are mandatory questions for applicants who responded Yes indicating that they are a former Montgomery County Government Employee
Have you had a break in service of 5 or more years since your prior County employment?
Break in service? [▾]
Were you dismissed as a result of a disciplinary action?
Dismissed? [▾]
Were you terminated from County employment?
Terminated? [▾]
Did you retire from County employment?
Retired? [▾]
Did you resign in light of an investigation of possible misconduct, or after being issued a Statement of Charges for disciplinary action, or after being issued a Notice of Intent to Terminate?
Resigned due to above reasons? [▾]

Veteran's Preference
* Are you claiming Veteran's Preference? ○ No ○ Yes
These are mandatory questions for applicants who responded Yes indicating that they are claiming veteran's preference.
Were you honorably discharged from a branch of the United States Armed Services?
Honorably discharged? [▾]
Have you already used veteran's credit to receive priority consideration for appointment to a Montgomery County position?
Used Veteran's Credit? [▾]
Have you been rated by the Department of Veterans Affairs with a compensable service-connected disability of 30 percent or more?
Compensable Disability? [▾]

Person with a Disability
Are you applying for initial appointment to a County merit system position as a person with a documented disability under the criteria used by the Federal Office of Personnel Management for noncompetitive appointment to Federal Merit system positions under its special hiring authority and consistent with the provisions set forth in the Montgomery County Personnel Regulations, Section 6-11?
Documented Disability? [▾]
If yes, are you certified by the Maryland Department of Education Division of Rehabilitation Services or equivalent out-of-state vocational rehabilitation agency as meeting the standard of disability consistent with the provisions set forth in the Montgomery County Personnel Regulations, Section 6-11?
Certified Disability? [▾]

Any information requested in this application is strictly voluntary and not a requirement for the applicant for employment nor shall it impair or affect your ability to participate in competitive employment with Montgomery County. However, such information must be provided in order to claim employment preference consistent with the provisions set forth in the Montgomery County Personnel Regulations, Section 6-11. This information will be kept confidential and will only be used during the hiring process to apply employment preference consistent with the provisions set forth in the Montgomery County Personnel Regulations, Section 6-11 or any other confidential or mandatory EEO-related data collection/analysis purposes. It will not be used in evaluating your application for employment.
Click Here for Employment Preference Additional Information

All Applicants
This is a mandatory question that ALL applicants must answer
* Have you ever been dismissed or asked to resign from any position? ○ No ○ Yes
* If Yes, please enter a short explanation here (Maximum 150 characters)
[   ]

How Did You Hear About Us

* Posting Source [▾]
Source Name [   ]
(example: if you saw our ad in a Newspaper, which Newspaper?)

Cancel | Back | Step 2 of 3: Enter Application Details ▾ | Next

21. Review the information on the following screen and check the Agree (if you agree); click Finish.

Overview

Last Name	**Test**
First Name	**Test**
Middle Name	
Suffix	
Email Address	testingirec@gmail.com
Display Language	**American English**

Address Line 1	**777**
City	**Germantown**
State	**MD**
	Maryland
County	**Montgomery**
	Montgomery
Zip Code	**20874**
Country	**United States**

Phone Numbers

	Phone Number	Times to Call
Home		
Mobile		
Work		

Documents

File Name	File Type	Upload Date	Description
Resume.docx	Resume	23-Apr-2018	

Job Posting Details   ⌃ Return to Top

Job Posting Information

Source Type	Craigslist.org
Source Name	

Work Preferences   ⌃ Return to Top

Keywords		Professional Area	
Distance From Location (Miles)		Location	
Amount of Travel		Employment Category	**Either**
Minimum Salary		Work From Home	**Possible**
Currency			
Match Competencies	**No**		
Match Qualifications	**No**		

By submission of this online application, I hereby certify that all statements contained in connection with my application for employment are true and complete to the best of my knowledge. I understand that omissions or misrepresentations will be cause for rejection of this application, for removal of my name from the eligible list, or forfeiture of all rights to Montgomery County Government employment. I understand and agree that all information submitted in conjunction with my application for employment is subject to verification prior to or after employment with Montgomery County Government.

It is the responsibility of the applicant to read the instructions before applying for a position. The online system does not allow an applicant to apply more than once to any vacancy announcement. Once the submission has been made, an applicant cannot change, amend, add or delete to the existing submission regardless of whether or not the announcement is still open. Please ensure that all information and documentation are included in your submission (i.e., cover letter, resume, preferred criteria, etc.) before you click "Finish." If you are unsure of what document you attached, you need to click "Cancel" and start over again.

Please be advised that should you ACCEPT a position that has been offered to you with Montgomery County Government, you will no longer be considered for any remaining positions that you may have applied for and your applications for those positions will be terminated.

* Do you agree?   ○ YES

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.

Cancel   Back   Step 3 of 3: Review ▼   Finish

22. You will be returned to the Home tab of the iRecruitment website, and the following confirmation will appear: "Thank you for submitting your application."

Tip: If you do not see this confirmation message, it means your application has not been submitted.

23. Depending on how many jobs you have applied for, your latest application may or may not appear on the first page. If not, click Full List.

iRecruitment

Navigator ▼

Home | Search Jobs
General | My Account

✅ Confirmation
Thank you for submitting your application.

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.   [Full List]

From	Subject	Sent ▼
SYSADMIN	The status of your job application for IRC30745 is changed	17-Apr-2018 13:41:50
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

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.   [Full List]

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.									

24. The status of your application will be shown in the Status column.

Tip: Generally, your application status will be updated after 10 business days after the job's closing date (noted in the job's IRC). The average time to fill most positions can range from three to eight weeks. You can check the status of your application at any time by logging in to your AccessMCG Extranet account and reviewing the Status column:

- *Active application:* Position is still unfilled and based on your education/skills/qualifications, you may or may not advance to the competitive rating process.
- *Did not meet screening criteria*: Applicant did not meet the screening criteria and is not qualified for the position.
- *Eligible list:* Applicant has been placed in the highest rating ("Well Qualified") category of the eligible list and may be contacted for an interview.
- *Position has been filled:* Position has been filled and ad is closed.
- *Qualified:* Applicant has been rated "Qualified" but is not likely to receive further consideration because other candidates were rated "Well-Qualified".
- *Rater review:* Your application is being reviewed by Subject Matter Experts.
- *Superseded by another posting:* This IRC will not be filled as advertised. New revised ad posted for this position.
- *Transfer/demotion:* For current Montgomery County employees applying for a voluntary demotion.