

SCHENECTADY COUNTY CIVIL SERVICE COMMISSION



SCHENECTADY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

OPEN COMPETITIVE EXAMINATION

EXAM TITLE: LIBRARIAN I
COUNTY OF SCHENECTADY
THE RESULTING ELIGIBLE LIST WILL BE USED TO FILL VACANCIES
AS NEEDED.

EXAM NUMBER: 66825

SALARY RANGE: \$48,561 - \$57,451 (2015)

CONTINUOUS RECRUITMENT: APPLICATIONS ACCEPTED ON A CONTINUAL BASIS.

RESIDENCY REQUIREMENT: IMMEDIATELY PRECEDING THE DATE OF THE EXAMINATION AND APPOINTMENT, CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF SCHENECTADY COUNTY FOR AT LEAST ONE (1) YEAR.

DUTIES: THE WORK INVOLVES RESPONSIBILITY FOR BASIC LEVEL LIBRARIAN DUTIES. EMPLOYEES IN THIS CLASS ARE EXPECTED TO PERFORM SPECIFIC APPLICATIONS OF PROFESSIONAL DUTIES UNDER THE GENERAL SUPERVISION OF OTHER PROFESSIONAL LIBRARIANS. SUPERVISION MAY BE EXERCISED OVER LIBRARY ASSISTANTS, CLERKS, PAGES AND VOLUNTEERS. PERFORMS RELATED WORK AS REQUIRED.

MINIMUM QUALIFICATIONS: (AT TIME OF APPLICATION)
MASTERS DEGREE IN LIBRARIANSHIP FROM A LIBRARY SCHOOL THAT IS ACCREDITED BY THE AMERICAN LIBRARY ASSOCIATION OR RECOGNIZED BY THE NEW YORK STATE EDUCATION DEPARTMENT AS FOLLOWING ACCEPTED EDUCATION PRACTICES. **(A COPY OF YOUR COLLEGE TRANSCRIPT MUST BE PROVIDED)**

SPECIAL REQUIREMENT:
ELIGIBILITY FOR A NEW YORK STATE PUBLIC LIBRARIAN'S PROFESSIONAL CERTIFICATE AT TIME OF APPLICATION; POSSESSION OF CERTIFICATE AT TIME OF APPOINTMENT.

SPECIAL NOTE: PERMANENT APPOINTMENT IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A CRIMINAL BACKGROUND CHECK.

SCOPE OF EXAMINATION: THERE WILL BE NO WRITTEN OR ORAL TEST FOR THIS EXAMINATION. IF YOU MEET THE MINIMUM QUALIFICATIONS, YOU WILL RECEIVE A RATING BASED UPON AN EVALUATION OF YOUR TRAINING AND EXPERIENCE AGAINST THE DUTIES OF THE POSITION BEING TESTED.

CANDIDATES MUST FIRST COMPLETE AN EXAMINATION APPLICATION AND RETURN IT TO THE SCHENECTADY COUNTY CIVIL SERVICE OFFICE AT 620 STATE STREET, 2ND FLOOR, SCHENECTADY, NY 12305.

APPROVED CANDIDATES WILL BE SENT A NOTICE CONTAINING DIRECTIONS TO A WEBSITE ADDRESS NEEDED TO COMPLETE A TRAINING AND EXPERIENCE QUESTIONNAIRE.

THE TRAINING AND EXPERIENCE QUESTIONNAIRE WILL BE AVAILABLE ON **MAY 1, 2011**, AND APPROVED CANDIDATES WILL BE REQUIRED TO COMPLETE AND SUBMIT THIS QUESTIONNAIRE. CANDIDATES WILL BE ADDED TO THE ELIGIBLE LIST IN THE ORDER IN WHICH QUESTIONNAIRES WERE COMPLETED AND SCORED. **NOTE:** CANDIDATES MAY BE CREDITED WITH TRAINING AND EXPERIENCE GAINED UP TO THE DATE THE TRAINING AND EXPERIENCE QUESTIONNAIRE WAS SUBMITTED.

NOTE: EMPLOYMENT WITHIN A SCHENECTADY COUNTY DEPARTMENT MAY BE SUBJECT TO PRE-EMPLOYMENT DRUG TESTING.

OVER

SEE GENERAL CONDITIONS ATTACHMENT

DATE REVISED: 12/30/2014