

LIBRARIAN II (CHILDREN'S SERVICES) (PROM)
NYS# 72-926 RC/EL #23043

Last date to file for Training and Experience is: **January 17, 2023**

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

VACANCY: In Finkelstein Memorial Library.

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring for a period of at least one year from the date the list was established.

SALARY: In accordance with the appropriate labor agreement. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is professional work which involves responsibility for developing programs as well as supervising, planning and directing children's services of a public library. In libraries serving under 50,000 population (which are not provided a higher level of Librarian by the standard New York State staffing schedule), the scope of duties may include some aspects of administration. The work is performed under the general supervision of a higher level professional in the field. Supervision is exercised over the work of professional and other staff personnel. Does related work as required.

MINIMUM QUALIFICATIONS: By the last filing date, you must be: Currently employed by **Finkelstein Memorial Library** and have one (1) year of permanent competitive class status there in a position of Librarian I within a period of three (3) years immediately preceding the examination date. In addition, you must have: Professional certification as a Public Librarian by the New York State Department of Education, and two (2) years of professional library experience attained after receipt of either the certification or of a Master's degree from a library school recognized by the New York State Department of Education, one (1) year of which must have been in children's services in a public library.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than 10 days after the last filing date; January 27, 2023. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than the last filing date, January 17, 2023; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

SUBJECT 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 submit it to the **Rockland County Department of Personnel** on or before the last filing date of **January 17, 2023**. 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 **February 1, 2023**, and approved candidates will be required to complete and submit this questionnaire between **February 1, 2023**, and 11:59 PM EST, **February 28, 2023**.

NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of January 17, 2023.

Candidates who fail to submit a questionnaire by 11:59 PM EST, **February 28, 2023**, will not receive a rating.

Date Issued: 12/13/2022