

**LIBRARIAN I (OC)**  
**NYS#63429010 RC/EL #50006010**

**APPLICATIONS CONTINUOUSLY ACCEPTED**

**A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.**

- 1. If applying online, payment can be submitted electronically.**
- 2. If applying by mail, completed applications must be accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.**

**POSITIONS EXIST IN:** Positions are available from time to time in various Libraries.

**RESIDENCE REQUIREMENT:** All residence requirements for this examination have been waived.

**SALARY:** Various per location.

**WHAT THE JOB IS LIKE:** This class of position requires performance of standard professional and technical library work of routine difficulty and responsibility. Sub-professional and other work necessary to the maintenance of library services may be performed as required. The work is performed under the general supervision of a higher-level librarian and/or a Library Director. Work direction may be given to any subordinate support personnel. Does related work as required.

**MINIMUM QUALIFICATIONS:**

1. Possession of a graduate library degree from a library school located within New York State which is registered by the State Education Department, or from a library school program which is accredited by the American Library Association; and
2. Possession of a valid New York State Librarian's Professional Certificate.

(Please submit a copy of your valid New York State Librarian's Professional Certificate with your application.)

**SPECIAL REQUIREMENT:** It shall be the responsibility of the appointing authority to ensure compliance with the New York State Board of Regents Commissioner's Regulations and any other New York State Education Department requirements for New York State public librarians.

**TRANSCRIPTS:** Official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at [rcexams@co.rockland.ny.us](mailto:rcexams@co.rockland.ny.us) no later than ten (10) days after the submission of your application; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. 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. Candidates are responsible for any required evaluation fees. Information concerning evaluation of foreign education and training, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

**ALL OUTSTANDING APPLICATION DOCUMENTATION:** Must be submitted to the Rockland County Department of Personnel no later than ten (10) days after the submission of your application. Failure to comply with the deadlines set herein may result in the disapproval of your application 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.

**SUBJECT OF WRITTEN EXAMINATION:** There will be no written or oral test for this examination. Candidates who meet the minimum qualifications will receive a rating based upon an evaluation of their training and experience against the background of the duties of the position.

Candidates must first complete an examination application and return it the Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970 or on-line at [www.rocklandgov.com](http://www.rocklandgov.com).

Approved candidates will then be sent a Notice to Approved Candidates containing directions to a website address needed to complete a Training and Experience Questionnaire. The Training and Experience Questionnaire will be available for submission once candidates receive the notification that they are approved for the examination. Approved candidates must then submit the Training and Experience Questionnaire to the website indicated withing 30 days of receiving the Notice to Approved Candidates.

**NOTE:** Candidates may be credited with training and experience gained up to the date the Training and Experience Questionnaire is submitted.

**LIBRARIAN I #63429010 / 50006010 (CONTINUED)**

**NOTES:**

1. A resume does not substitute for the completed application however may supplement it. Month and year as well as hours per week of employment must be indicated. **Please include a copy of your professional license or documentation indicating eligibility for licensure with your application.**
2. Candidates who submit incomplete applications or documentation may be disqualified. Additional information will not be accepted after applications have been evaluated.
3. Qualified candidates will have their names interfiled on this continuous recruitment eligible list in appropriate rank order regardless of the date when they submitted their application.
4. Eligibility for appointment of each qualified individual will be for a non-extendable one-year period from the date of eligibility.
5. The Rockland County Department of Personnel reserves the right to terminate this continuous recruitment examination at any time without prior notice.

**ELIGIBLE LIST:** This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Successful candidates will have their names placed on an eligible list for this title in order of their ranking, regardless of the date on which they take the test. Candidates' scores from the different testing dates will be interfiled. The names of successful candidates will remain on the list for one (1) year to fill present and future vacancies.