

**LIBRARIAN II (CHILDREN'S SERVICES) (PROM)**  
**NYS#70007930 RC/EL #50023010**

**Last date to file for Training and Experience is: January 24, 2025**  
**Thereafter, 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, completed applications and electronic payment 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 accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

**PARTICIPATING AGENCIES:** Finkelstein Memorial Library and Haverstraw King's Daughters Library.  
**For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.**

**SALARY:** In accordance with the appropriate labor agreement.

**WHAT THE JOB IS LIKE:** This is professional librarianship work which involves responsibility for developing, planning, directing and supervising programs for pre-school and school-aged children. The duties may include some aspects of administration. The work is performed under the general supervision of a higher-level Librarian, Assistant Library Director or the Library Director and supervision is exercised over the work of professional and non-professional employees. Does related work as required.

**MINIMUM QUALIFICATIONS:** At the time of application submission, you must be currently employed by the **Finkelstein Memorial Library or Haverstraw King's Daughters Library** and have two (2) years of permanent, competitive class status there as a Librarian I within a period of three (3) years immediately preceding the examination date.

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

**SPECIAL REQUIREMENTS:**

1. New York State Librarian's Professional Certificate must be maintained throughout the course of employment in this title.
2. 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.

**NOTE:** If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in title required to apply for this examination.

**ALL OUTSTANDING APPLICATION DOCUMENTATION:** Must be submitted to the Rockland County Department of Personnel no later than ten (10) days prior to the exam date. 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.

**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 24, 2025**. 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, 2025**, and approved candidates will be required to complete and submit this questionnaire between **February 1, 2025**, and 11:59 PM EST, **February 28, 2025**.

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

Candidates who fail to submit a questionnaire by 11:59 PM EST, **February 28, 2025**, will not receive a rating.

**Civil Service is an Equal Opportunity/Affirmative Action Employer**