

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://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

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.**

POSITION EXISTS 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.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: At the time of application submission, you must have:

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.

NOTE: A copy of your valid New York State Librarian's Professional Certificate must be submitted with your application.

SPECIAL REQUIREMENTS: 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 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. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

ANTICIPATED ELIGIBILITY - AGE AND EDUCATIONAL REQUIREMENTS: According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and/or education within 12 months of exam date in order to be eligible for appointment from a certified list.

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.

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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 to the Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970 or online at www.rocklandcountyny.gov/departments/personnel

Approved candidates will receive email correspondence with instructions and a website link to complete the Training and Experience Questionnaire. The questionnaire becomes available upon approval for the examination and must be submitted within 30 days of receiving the notice.

NOTE: Candidates may receive credit for training and experience obtained up to the date the Training and Experience Questionnaire is submitted.

NOTES:

1. A resume does not substitute for the completed application but may supplement it. Month and year as well as hours per week of employment must be indicated.
2. Candidates who submit incomplete applications or documentation may be disqualified.
3. Additional information will not be accepted after training and experience has been evaluated.
4. 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.
5. Eligibility for appointment of each qualified individual will be for a non-extendable one-year period from the date of eligibility.
6. 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.

Civil Service is an Equal Opportunity/Affirmative Action Employer