

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

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.**

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.

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: 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.

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 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 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.

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NOTES:

- 1. 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