

ROCKLAND COUNTY
DEPARTMENT OF PERSONNEL
18 NEW HEMPSTEAD ROAD, NEW CITY, NEW YORK 10956
(845) 638-5200/5205
RCExams@co.rockland.ny.us
or
RCPersonnel@co.rockland.ny.us

ANNOUNCES
CIVIL SERVICE OPPORTUNITIES

County * Towns * Villages * School Districts * Special Districts * Libraries

LIBRARIAN I
CR-6

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 fee.

VACANCIES: Positions are available from time to time in various Libraries.

RESIDENCE REQUIREMENTS: 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 certificate issued by the New York State Education Department to practice as a Professional Librarian with your application.

SEE NEXT PAGE

LIBRARIAN I CR-6 (CONTINUED)

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.

(Official college transcripts must be sent directly from the school to our department no later than one week after the submission of your application.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. 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. Candidates who meet the minimum qualifications will receive a rating based on an evaluation of their training and experience against the background of the duties of the position. You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

First, you must provide a complete summary of your relevant training and experience in the examination application available at the Rockland County Department of Personnel or on-line @ www.rocklandgov.com. Within one week of submitting an application, you will be provided a Training and Experience Questionnaire. This questionnaire must be completed and returned to the Rockland County Department of Personnel by the deadline stated on the questionnaire.

Your rating on this portion of the examination will be based solely upon the information you provide in the Training and Experience Questionnaire. Candidates who fail to return a completed questionnaire by the deadline indicated will be DISQUALIFIED.

The Questionnaire is **NOT** a substitute for the application. You must fill out both documents completely and accurately.

SPECIAL 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. **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 which is the date the application was approved.
5. The Rockland County Department of Personnel reserves the right to terminate this continuous recruitment examination at any time without prior notice.

APPLICATIONS ARE ACCEPTED CONTINUOUSLY

Date Issued: July 2015