

LIBRARIAN I

Date Published: 01/13/2009

Open Competitive Examination #: 00-035

Application Deadline: 09/15/2010

Promotional Examination #: None

Application Filing Fee (Non-Refundable): \$15.00

ALL APPLICATIONS MUST BE FILED WITH THE ONONDAGA COUNTY PERSONNEL DEPARTMENT AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

CONTINUOUS RECRUITMENT This examination is part of a continuous recruitment program. Names of passed candidates will be inter-filed on the eligible list, regardless of when they were tested.

Applications will be accepted on a continuous basis and will be rated in January, June, and September of each year. Only those applications received by the 15th of the above listed months will be rated.

A candidate's eligibility begins when his/her name is placed on the eligible list and continues for two years. Candidates may retake the examination as often as it is held, however, candidates should be aware that because this is a continuous recruitment list all results of canvass (i.e. declinations, restrictions) will remain in effect indefinitely. Restrictions to the certification of your name from this list may only be withdrawn through written notice to our department. The Onondaga County Department of Personnel reserves the right to terminate the continuous recruitment program for this title and establish a periodic type of examination.

SALARY AND VACANCIES: This title currently exists in the following locations:

Onondaga County Public Library \$40,449 - \$44,741 (2009)

Baldwinsville Public Library \$16.75 - \$22.10 / hourly (2009)

Northern Onondaga Public Library \$17.90 / hourly (2009)

Liverpool Public Library \$30,740 - \$48,500 (2009)

Changing conditions may make it necessary to certify for future vacancies at higher or lower salaries than those announced.

DUTIES: The work involves responsibility for basic level librarian duties. Employees in this class are expected to perform specific applications of professional duties under the general supervision of other professional Librarians. Supervision may be exercised over Librarian Assistants, Clerks, Pages and Volunteers. Does related work as required.

RESIDENCE REQUIREMENT FOR EXAMINATION: Candidates must have resided in the United States of America or one of its territories for not less than one (1) month immediately preceding the date of exam. Preference in appointment may be given to local residents and appointments to positions in some municipalities are subject to residence requirements pursuant to local laws.

MINIMUM QUALIFICATIONS: On the date of examination, candidates must meet the following requirements:

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.

SPECIAL NECESSARY REQUIREMENT: Possession of a valid New York State Public Librarian's Professional Certificate from the New York State Education Department at time of appointment.

NOTE: You must submit a copy of your current NYS Public Librarians Professional Certificate, or a copy of your application to obtain a certificate, with your examination application. Failure to submit either a copy of your current NYS Public Librarians Professional Certificate, or a copy of your application to obtain a certificate, will result in ineligibility for this examination.

SUBJECT OF EXAMINATION: There will be no written test for this examination. The training and experience of candidates will be evaluated against the background of the position. You must first fill out an application and return it to this Department on or before the final filing date. If you meet the minimum qualifications we will send you a questionnaire which will request detailed information regarding your training and experience. You must complete this questionnaire and return it by the date specified. It is essential that you give complete and accurate information on the application form and on the subsequent questionnaire. You will not receive credit for vague or inaccurate information.

Professional Training in Library Science

On the questionnaire you will be required to provide information on all courses you claim for credit in the categories of Breadth of Professional Training in Library Science and Breadth of Non-Library Science Education. Please provide course descriptions for all such courses claimed for credit. The following five subcategories will be used to evaluate your Breadth of Professional Training in Library Science: 1. Non-Book

Studies; 2. Electronic Data Processing Studies;
3. Management/Administrative Studies; 4. Special Population Reader Services Studies; and 5. Bibliographic and Reference Services Studies.

Note: Verifiable transcripts must be submitted with your application, or questionnaire, in order to receive education credit you may be claiming on your questionnaire.

APPLICATION INSTRUCTIONS: Applications and credit card payment forms may be obtained in person from the Onondaga County Department of Personnel, by mail (include a self-addressed, stamped envelope) or downloaded at www.ongov.net/employment/document_center.

APPLICATION FEE: A fee is required for each separately numbered examination for which you apply. An application is required for each separately numbered examination. You may pay by check, money order or by VISA or MasterCard, payable to the Chief Fiscal Officer. Payment must accompany your application(s) (indicate examination number(s) and your social security number on your check or money order). **WE DO NOT ACCEPT CASH. APPLICATION FEES ARE NON-REFUNDABLE.** You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. If proofs (i.e. copy of license, certification, or transcript) are required, be sure that they accompany your application.

If you want Proof That You Submitted Your Application and/or Examination Fee, ask for a receipt or, if mailing your application, enclose a stamped, self-addressed envelope and request a receipt.

NOTE: A bounced check fee will be charged to you for any checks returned. Unless such fees are paid in full, you will not be permitted to participate in any examination(s) or be considered for appointment from resultant eligible lists.

FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments (SSI); or Public Assistance (Temporary Assistance for Needy Families/Family Assistance of Safety Net Assistance); or are receiving Foster Care or are certified Workforce Investment Act eligible through a State or local service agency. A waiver of application fee will also be allowed if you are an Onondaga County resident and have honorably served or are now honorably serving in the Armed Forces, National Guard or Reserves (attach DD214, NGB-22, or current DD2-Military ID card or a Statement of Honorable Service from Unit to completed Application Fee Waiver Request and Certification form). All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete an Application Fee Waiver Request and Certification form and submit it with your application by the close of business at 4:30pm on the last file date as listed on the Examination Announcement.

The Application Fee Waiver Request and Certification form can be found in our office lobby or on our website in the Document Center.

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION: If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. You can write to the Personnel Department for a list of acceptable companies providing this service. You will be responsible for the required evaluation fee.

ADDITIONAL CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

VETERAN CREDITS: War veterans applying for additional credit must submit a copy of their DD-214 (discharge papers) with their application for examination or by one month following the date of examination. Veterans Credit Instructions and Application Forms are available in person from the Onondaga County Department of Personnel, or by mail (include a self addressed stamped envelope) or downloaded online at www3.ongov.net/InfoCenter/Docs. Veterans credit can only be added to a passing score on the examination. No credit may be granted after the establishment of the list. Candidates currently in the armed forces may apply for and be conditionally granted veterans credit in examinations. Any candidate who applies for conditional credit must provide proof of their military status with their application for examination or by one month following the date of examination. When discharged, it is the responsibility of the candidate to provide appropriate documentary proof, indicating that service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veterans credit.

LAST FILE DATE POLICY: All applications along with application fees or proofs of waiver must be submitted to the Onondaga County Department of Personnel before the close of business at 4:30 p.m. on the date of

last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail after the last file date or that are submitted to any other department, office or agency and are not received in the Department of Personnel by the last file date will not be accepted.

MILITARY APPLICANTS: In accordance with Section 243-C of Military Law, military personnel serving on active duty in the armed forces of the United States during the filing period of a civil service examinations, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced, shall be permitted to file an application for the examinations no later than ten (10) business days before the scheduled date of the examination or the last file date, whichever is later.

VOLUNTEER EXPERIENCE: Volunteer experience will be allowed to substitute for paid work experience as long as the volunteer experience is equivalent in nature to the paid work experience required for the position.

EXAM INFORMATION:

EXAM RATING: When the written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the New York State Civil Service Rules and Regulations will apply.

CANDIDATE FITNESS: Inquiries may be made as to character and ability of all candidates. All statements made by candidates and are subject to verification. Falsification of any part of the Application for Employment may result in disqualification and possible legal action.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Onondaga County Personnel Department in writing of any change in address. No attempt will be made by this department to locate candidates who have moved. Address change forms are available in the Personnel Department during normal office hours or online at www.ongov.net/employment/document_center.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving contact with students, a clearance for employment from the State Education Department is required.

IN ACCORDANCE WITH THE CHILD ABUSE PREVENTION ACT OF 1985, candidates for appointment to Onondaga County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Onondaga County.

PRE-EMPLOYMENT DRUG TESTING: Candidates for appointment or promotion to Onondaga County government positions that are designated as safety sensitive are required to undergo pre-employment drug testing for alcohol and drugs after a conditional offer of employment has been extended and prior to any applicants performance of a safety-sensitive function.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

SPECIAL NECESSARY REQUIREMENT: Candidates for appointment or promotion to positions in Onondaga County government which require the operation of motor vehicles must, at the time of appointment, possess an appropriate NY State drivers license and a dependable personal vehicle or must have reasonable access to private/public transportation.