



NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – Suite G2
Lockport, New York 14094

(716) 438-4071
FAX 438-4077

CONTINUOUS RECRUITMENT FOR LIBRARIAN I (ATAP - Training & Experience)

61-859 Open Competitive Examination

Salary – Varies per Municipality

This examination is held on a continuous recruitment basis. The eligible list resulting from this examination will be used to fill any vacancies as they occur under the jurisdiction of Niagara County Civil Service during the life of the list. Presently Niagara County Civil Service provides eligible lists for this title to the North Tonawanda Public Library.

Your name will be placed on the eligible list in final score order, regardless of when you filed or received your grade. Your name at that score will remain on the list for a one (1) year period. Should you receive a permanent appointment from the list, your name will be removed from consideration for subsequent vacancies.

RESIDENCE REQUIREMENTS: New York State residency is required. Salaries vary within the municipalities. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

MINIMUM QUALIFICATIONS: Master's degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices. (Some universities have renamed their programs and no longer designate the degree as a Masters in Librarianship. Contact the Department of Education's Division of Library Development for assistance.)

SPECIAL REQUIREMENTS:

1. Eligibility for a New York State Public Librarian's Professional Certificate at time of application;
2. Possession of a New York State Public Librarian's Professional Certificate at time of appointment.

*Should you presently have a New York State Public Librarian's Professional Certificate – **please enclose a copy** with your application to the Niagara County Civil Service Office.

Application forms for the PUBLIC LIBRARIAN PROFESSIONAL CERTIFICATE may be obtained by writing to Library Development, New York State Education Department, 99 Washington Avenue, Albany, New York 12230.

DISTINGUISHING FEATURES OF THE CLASS: 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 Library Assistants, Clerks, Aides and volunteers. Does related work as required.

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 & experience against the duties of the position being tested.

Candidates must first complete an examination application, stating their qualifications and return it to the Niagara County Civil Service Office at 111 Main Street, Suite G2, Lockport, New York 14094, along with the filing fee.

The Training & Experience Questionnaire will be available only to approved candidates, who will be required to complete and submit this questionnaire. **NOTE:** Candidates will not be able to claim any credit for training or experience to be gained after the date of submission of the training & experience questionnaire.

CANDIDATES NOTE: You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, and duties performed by you must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor...**EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT. If you have listed college or special courses on your application it will be necessary for you to request **that your institute forward to us** an official transcript or special course certificate. These documents must be received in our office by the time your name is considered for possible appointment. **These documents must be received in our office by the time your name is considered for possible appointment.** *If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.*

PLEASE REVIEW THE “IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES” PRIOR TO COMPLETING YOUR APPLICATION. The information sheet is located on the Niagara County Web Site www.niagaracounty.com click on ‘employment’. It is the first item posted in red. Application forms are also assessable from the web site.

This examination will be 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 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.

A non-refundable **\$15.00 application fee** must accompany each application. Submit check or money order only – payable to: **Niagara County Civil Service.**

APPLICATIONS ACCEPTED ON A CONTINUOUS BASIS