

ISSUED 08/26/2013

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ANNOUNCES

AN EXAMINATION FOR

ASSISTANT LIBRARY DIRECTOR III

(ONLINE TRAINING AND EXPERIENCE)

Exam Number #61753

ASSISTANT LIBRARY DIRECTOR III, Saratoga County. At the present time there is one vacancy in the Clifton Park-Halfmoon Public Library.

SALARY: \$51,000/Year

LAST DAY TO FILE AN APPLICATION IS OCTOBER 15, 2013.

NOTICE: **RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least **FOUR** months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE: **An examination fee of \$10.00 (Residents and Non-residents)** is required for each separately numbered examination for which you apply. The required fee must accompany your application. Please make checks payable to the **Saratoga County Treasurer's Office**. **This fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified.**

DISTINGUISHING FEATURES OF THE CLASS: The work is almost entirely administrative and involves responsibility, under the general direction of the Library Director III, for assigned phases of library administration. Work is performed in accordance with prescribed policy with considerable leeway allowed for the exercise of independent judgment and initiative. Acts for the Library Director when delegated to do so. Supervision is exercised over the work and personnel of library functional units. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. A Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the NYS Education Department as following acceptable education methods; and
- B. 3 years of satisfactory professional library experience, 1 or more years of which must have been in an administrative capacity.

SPECIAL REQUIREMENT:

Eligibility for a New York State public librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment.

SCOPE OF THE EXAMINATION: Scope of the 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 and experience against the duties of the position being tested.

Candidates must first complete an examination application and return it to the **Saratoga County Department of Personnel** on or before the last filing date of **October 15, 2013**.

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience Questionnaire will be available on November 1st 2013, and approved candidates will be required to complete and submit this questionnaire between November 1, 2013 and midnight, November 30th 2013. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **October 15, 2013.**

Candidates who fail to submit a questionnaire by midnight, **November 30th, 2013 will not receive a rating.**

ELIGIBLE LIST: A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—December 22, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credit to your examinations score. You must request the extra credit on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

SECTION 23.2: This entire 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 provisions of the New York State Civil Service Rules and Regulations, which deal with the rating of examinations, will apply.

SECTION 85a OF THE CIVIL SERVICE LAW: 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.

APPLICATIONS: You may get application forms by writing, downloading from our web site @ WWW.SARATOGACOUNTYNY.GOV, phoning #885-2225 or by calling in person at the Saratoga County Personnel Department, Municipal Center, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER