CAREER OPPORTUNITY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ISSUED 2/08/16

P L E A S E P O S T C O N S P I C U O U S L Y

SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ANNOUNCES

OPEN COMPETETIVE EXAMINATION FOR

LIBRARY MANAGER
EXAMINATION #68-355

(ONLINE TRAINING AND EXPERIENCE)

LIBRARY MANAGER, Galway Public Library.

SALARY: $20/HR
LAST DAY TO FILE AN APPLICATION IS MARCH 14, 2016

LAST DAY FOR QUESTIONNAIRE SUBMISSION APRIL 30, 2016 .

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. Check or money order only. Please **make checks payable to the Saratoga County Treasurer's Office, $20 return check fee. 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.**

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the 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, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Personnel office.**

DISTINGUISHING FEATURES OF THE CLASS: Serves as head library serving a population from 2,500 to 7,499. This involves responsibility for simple library functions and administrative tasks. The work involves carrying out Library Policy as determined by the library board and standard practices. Also works with Public Library System Libraries in planning and implementing library services. Direct supervision is exercised over other library personnel. Does related work as required.

MINIMUM QUALIFICATIONS: A Bachelor's Degree from a regionally accredited college or university, or one recognized by the NYS Education Department as following acceptable educational practices.

SCOPE OF THE EXAMINATION: There will be no written of 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 filling date of**.**
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 **APRIL 1, 2016** and approved candidates will be required to complete and submit this questionnaire between **APRIL1, 2016** and midnight, **April 30, 2016**.
NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **MARCH 14, 2016**
Candidates who fail to submit a questionnaire by midnight, **APRIL 30, 2016** 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—February 29, 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, down loading 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 WITH AN AFFIRMATIVE ACTION PROGRAM"