

## LIBRARIAN I

Date Published: 06/06/2018

Open Competitive Examination #: 00-036

Application Deadline:

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

\$15.00 Non-Refundable Application Fee 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. Payable by check or money order to: Chief Fiscal Officer, or by VISA, MC or Discover. Cash will be accepted only if paying in person.

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. A candidates eligibility begins when his/her name is placed on the eligible list and continues for one year. Candidates should be aware that because this is a continuous recruitment list, all results of canvass (i.e. declinations, restrictions) will remain in effect for the duration of the eligible list. Restrictions to the certification of your name from this list may only be withdrawn through written notice to our department. If candidates are added to more than one eligible list as a result of examination, the higher score will remain in effect. 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.

Applications will be accepted on a continuous basis. Only those applications received by the **application deadline** as listed below will be scheduled for the corresponding Questionnaire Month:

### APPLICATION DEADLINE - ON-LINE QUESTIONNAIRE MONTH

**First Tuesday in February - . . . . . March**

**First Tuesday in July - . . . . . August**

SUBJECT OF EXAMINATION: Training and Experience 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 Onondaga County Department of Personnel on or before the last filing date noted above. Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire. It is from the rating of this questionnaire that candidates will receive their final score and eligibility ranking. If you do not receive your Training and Experience Questionnaire instructions please contact our office.

**The Training and Experience Questionnaire will be available the months noted above and approved candidates will be required to complete and submit this questionnaire during that month.**

**Note:** Candidates will not be able to claim any credit for training and experience gained after the application filing deadline noted above. Candidates who fail to submit a questionnaire by midnight of that month will not receive a rating.

SALARY AND VACANCIES: Changing conditions may make it necessary to certify for vacancies at higher or lower salaries than those announced.

This title exists in the following agencies:

Onondaga County Public Library - \$49,276-\$54,505

Baldwinsville Public Library, Liverpool Public Library, Northern Onondaga Public Library, and Solway Public Library Salary varies

The resulting open competitive eligible list will be used to fill vacancies in any jurisdiction where the title exists.

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. Does related work as required.

RESIDENCE REQUIREMENT: 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. Appointments to positions in some municipalities are subject to residence requirements pursuant to local laws.

**MINIMUM QUALIFICATIONS: At time of application, 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.

**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.

**\*Candidates submitting proof of application for the Public Librarians Professional Certificate will be made conditionally eligible for the examination and will be restricted from certification for appointment from the Librarian I eligible list until proof of a NYS Public Librarian Certification is submitted to this office.**

**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](http://www.ongov.net/employment/document_center)

**APPLICATION FEE:** Although a separate application is required for each examination number, candidates applying for more than one examination may pay all fees with a single check/money order or credit card form. You may pay by check, money order or by VISA, MasterCard, or Discover, payable to Chief Fiscal Officer. Cash will be accepted only if paying in person. Payment must accompany your application(s) (indicate examination number(s) on your check or money order). We do not accept applications by fax.

**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. In addition, any subsequent application fees will not be refunded unless all such fees are paid in full.

**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. A list of acceptable companies providing this service may be obtained in person from the Onondaga County Department of Personnel or downloaded at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center). You will be responsible for the required evaluation fee.

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

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, please inform this office of this matter when you submit your application for examination.

**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 downloaded at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center).

**APPLICATION DEADLINE 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 Application Deadline. Applications that are received through inter-office mail after the Application Deadline or that are submitted to any other department, office or agency and are not received in the Department of Personnel by the Application Deadline will not be accepted.

**MILITARY APPLICANTS:** In accordance with Section 243 of Military Law, military personnel serving on active duty in the armed forces of the United States during the filing period may be permitted to file an application for the examination after the application deadline date, but prior to the scheduled date of the examination. Contact the Onondaga County Personnel Department at (315)435-3537 for further information.

**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.

**ELIGIBLE LIST:** Eligible lists are established, on average, within three months after the examination date. In accordance with the New York State Civil Service Law, an eligible list must remain in existence for one year from the date of its establishment.

When the eligible list is established you will be able to view the current eligible list and your status on-line by going to our website at Civil Service Exam Test Results [www.ongov.net/employment/ranking](http://www.ongov.net/employment/ranking).

**CANDIDATE FITNESS:** Inquires may be made as to character and ability of all candidates. All statements made by candidates 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. Address change forms are available in the Personnel Department during normal office hours or online at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center)

**MILITARY MAKE-UP EXAMINATION:** Any member of the armed forces of the United States who has filed an application to compete in a scheduled competitive examination but is deprived of the opportunity to compete in the examination due to ACTIVE MILITARY DUTY can be provided with a special military make-up examination upon written request to the Onondaga County Personnel Department. The applicant must submit a copy of military orders, DD214, or other official military document that substantiates active military service at the time of the examination. Request must be no later than sixty (60) days after release from active duty.

**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 / BACKGROUND INVESTIGATION:** May be required for appointment or promotion.