



Department of Human Resources & Civil Service

Open Competitive Training & Experience Exam Announcement

Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

OC-60004470 Librarian I

Examination Date: **November 1, 2024** – This exam will be administered online. All candidates who meet the minimum qualifications will be sent further details on this date.

Application Deadline: **September 26, 2024** – Applications must be submitted online or filed in our office by 5PM or postmarked by this date

Who May Apply: **Qualified applicants**

Salary:
\$53,962 - \$70,567 annually (Fairport Public Library)
\$24.52 - \$28.64 hourly (Gates Public Library)
\$47,886 - \$69,954 annually (Greece Public Library)
\$24.19 hourly (Henrietta Public Library)
\$48,246 annually (Irondequoit Public Library)
\$45,000 - \$50,000 annually (Parma Public Library)
\$43,500 - \$48,000 annually (Seymour Library)
\$45,500 annually (Webster Public Library)
Varies with other agencies

Employment Opportunities: The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

A Promotional exam is also being offered for qualified employees of the **Gates, Greece and Webster Public Libraries.**

Minimum Qualifications:

Candidates must meet the following minimum requirements on or before the date of the written exam:

Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Library Science.

Special Requirements:

Possession of a New York State Public Librarian's professional certificate at time of appointment. 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

Candidates will be required to pass a pre-employment drug test for employment with Monroe County Government.

Residency Requirement:

There is no residency requirement to participate in the examination.

Description of Duties:

This is an entry level position for library school graduates, which involves learning professional duties by performing specific applications of professional level duties. Instructions may be issued at the beginning of each new assignment. The employee reports directly to and works under the direct supervision of a professional librarian. More difficult work is

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 WEB SITE: <http://www.monroecounty.gov>

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assigned as their experience in the field broadens. Direct supervision may be exercised over clerks, aides, pages or volunteers.

Scope 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 and experience against the duties of the position being tested.

Candidates must first complete an examination application and return it to **Monroe County Civil Service** on or before the last filing date of **September 26, 2024**.

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 1, 2024 and approved candidates will be required to complete and submit this questionnaire between November 1, 2024 and midnight, November 30, 2024. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **September 26, 2024**.

Candidates who fail to submit a questionnaire by midnight, **November 30, 2024**, will not receive a rating.

This examination is being 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 the 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.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Eligible List:

Successful candidates will have their names placed on an eligible list for this title in order of their rating, regardless of the date on which they take the test. Candidates' scores from the different testing dates may be interfiled. The names of the successful candidates will remain on the eligible list for at least one (1) year to fill present and future vacancies.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Background Investigation:

Applicants will 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 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 direct contact with students, a clearance for employment from the State Education Department is required.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe

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County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date.

If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: September 6, 2024