



# ERIE COUNTY CIVIL SERVICE OPPORTUNITIES

**APPLICATIONS ACCEPTED CONTINUOUSLY**  
ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to our internet address at: [www.erie.gov](http://www.erie.gov)*

**A NON-REFUNDABLE \$15.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION  
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)**

## **LIBRARIAN II/LIBRARY DIRECTOR I**

NO. 31-012

\$42,507 – \$52,661

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF THE BUFFALO AND ERIE COUNTY PUBLIC LIBRARIES WHICH INCLUDE ALL ERIE COUNTY TOWN LIBRARIES AND THE CITIES OF LACKAWANNA AND TONAWANDA LIBRARIES.

MINIMUM QUALIFICATIONS: Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 12 months immediately preceding the date of application as a Librarian I and have one additional year of full-time or equivalent part-time Professional Librarian experience. This experience must have been gained subsequent to your MLS\* Degree. Candidates must also have a New York State Public Librarian’s Professional Certificate.

*New degrees recognized starting November 19, 2014	Equivalent
MS in Information and Library Science	MLS in Information and Library Science
MS School of Librarianship	MLS in Library Media Specialist

Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.

SUBJECT OF EXAMINATION: There will be no written or oral test for this examination. The training and experience of qualified candidates will be evaluated against the general background of the positions. It is essential that you give complete and accurate information on the application form and training and experience questionnaire. Vagueness and omissions will NOT be resolved in your favor.

If you pass the examination, your name will appear on the continuous eligible list for one year. After one year, your name will be removed from the list. You may apply for retest at six month intervals.

Seniority.....For each year of service in the classified service:

Less than 1 year	.....	0 points
1 year up to 6 years	.....	1 point
Over 6 years up to 11 years	.....	2 points
Over 11 years up to 16 years	.....	3 points
Over 16 years up to 21 years	.....	4 points
Over 21 years	.....	5 points

**DUTIES:** As a *Librarian II* you will perform professional work such as selecting books and materials, original cataloging and original classifying. Typical tasks include performing difficult and involved informational and referral services, developing and conducting progress for community groups and compiling bibliographies.

As a *Library Director I* you will be responsible for a library servicing a population of 7,500 to 15,000.

**WHERE TO APPLY:** You must obtain Form P.O. 31X, "Erie County Application for Examination or Appointment" at the Erie County Civil Service Commission/Personnel Office web site located at [www.erie.gov](http://www.erie.gov). Click on "Civil Service Jobs". If you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95 Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices.

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.

For information on Librarian Examinations and vacancies in other areas of New York State, you may dial the New York Library Association Hot-Line (212)687-1352 day or night.

**NOTICE:** Any person, otherwise meeting the requirements for this examination, who was laid-off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications, such persons should be sure to indicate their present employment and/or the title and location of their last permanent Civil Service employment.

REISSUED: 01/15

**MILITARY STATUS:** If you expect to enter military service, you may still compete in this examination and may be appointed or reinstated after you return home from active duty.

**VERIFICATION OF QUALIFICATIONS:** Candidates may be investigated or called for an interview to determine whether they qualified for appointment. In addition to meeting specific requirements, candidates and appointees must be of good moral character and habits.

**VETERANS:** Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 5 and 2.5 points, respectively, added to their earned scores if successful in the examination. You should claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits you may not claim them again. Children of firefighters or police officers killed in the line of duty may also be eligible for additional credit. Contact the Erie County Personnel Dept. for more information.

This examination is prepared by the New York State Department of Civil Service and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.

**\*\*\*IMPORTANT APPLICATION FEE – READ CAREFULLY\*\*\***

A \$15.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.