COUNTY OF ERIE - DEPARTMENT OF PERSONNEL
invites applications for the position of:

Library Director II #74-536 PROMOTIONAL

SALARY: Varies

OPENING DATE: 05/09/14

CLOSING DATE: 06/04/14

DESCRIPTION:

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF BUFFALO & ERIE COUNTY PUBLIC LIBRARY (INCLUDING TOWN LIBRARIES & THE LIBRARIES OF THE CITIES OF TONAWANDA & LACKAWANNA.) The eligible list resulting from this examination will be used to fill future vacancies in this title and any other title deemed appropriate by the Erie Count Personnel Commissioner.

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.

EXAMPLES OF DUTIES:

A ***Library Director II*** has overall charge of a contract library operation composed of one or two units while also taking an active part in the provision of professional library services;

Develops long range plans for library service development for Library approval which evaluates the effectiveness of the collection/services/programs in relation to the changing needs of the users;

Determines priorities in terms of scope and type of material to be purchased and retained;

Oversees the purchase of library materials;

Plans and conducts programs, tours, book talks, multi-media program arid story hours;

Provides reference and reader's advisory services to library users;

Performs on-line database searches and search training;

Consults with Library System staff in developing, providing and promoting library services;

Designs and produces public relations and library instruction materials;

Serves as a liaison for library services to community groups and/or other libraries;

Develops the library budget;

Administers the expenditure of library funds and the collection of library revenues;

May develop and administer grants and/or fundraising projects, such as book sales;

Prepares statistical and narrative reports of activities, memoranda and correspondence;

Supervises the work of professional, paraprofessional, clerical, page and volunteer personnel and recommends personnel action to the Board;

Consults with Library System administrators and County/municipal officials who provide support services in areas such as budget, personnel, legal, technical processing and public works as needed;

Supervises the maintenance of library property;

Recommends and oversees building repairs, alterations and all phases of new construction planning;

Keeps informed of professional developments through participation in professional organizations, meetings, workshops, continuing education courses and reading professional materials.

QUALIFYING EXPERIENCE FOR TAKING THE TEST: 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 June 4, 2014 in the position of **Librarian II or Library Director I.**

SUPPLEMENTAL INFORMATION:

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED TO RECEIVE ADDITIONAL POINTS. *(See application for more information.)*

APPLICATIONS MUST BE
POSTMARKED BY
June 4, 2014

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 **Erie County Personnel Department** on or before the last filing date of **June 4, 2014.**

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 July 1, 2014, and approved candidates will be required to complete and submit this questionnaire between July 1, 2014 and midnight, July 31, 2014. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **June 4, 2014**

Candidates who fail to submit a questionnaire by midnight, **July 31, 2014.** will not receive a rating.

INFORMATION FOR PROMOTION CANDIDATES

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

RATINGS REQUIRED: Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part.

Points will be added to scores of candidates who achieve a passing mark as follows: 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

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 must 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 for a permanent position in NYS, you may not claim them again.

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.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. ****For this exam, please complete and submit an Erie County EXAMS CROSS-FILER Form with your Erie County exam application to alert Erie County Civil Service about your additional exams being held at other locations on the same day.**** The Cross-Filer Form is found online at: www2.erie.gov/employment/index.php?q=applications or call (716) 858-8484. All examinations for positions in State government will be held at a State examination center. You will be advised by letter when and where to report for your examinations.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

ELIGIBILITY FOR EXAMINATION: You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

NOTICE: Any person, otherwise meeting the requirements for an examination, who is laid off from any 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 title and location of their last permanent Civil Service employment.

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

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

A $20 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.

This examination is prepared and rated 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.