

**LIBRARIAN I (OC)**  
**RC/EL #10032**

Last date to file for Training and Experience Rating is **September 1, 2010**

**VACANCIES:** Five in the Finkelstein Memorial Library.

**POSITIONS EXIST IN:** Various Libraries.

**RESIDENCE REQUIREMENTS:** All residence requirements for this examination have been waived.

**SALARY:** The 2010 starting salary is \$55,554.00 annually for a 35-hour-work-week with the Finkelstein Memorial Library. Salary may vary in other locations.

**WHAT THE JOB IS LIKE:** This class of position requires the performance of standard professional and technical library work of routine difficulty and responsibility. Subprofessional and other work necessary to the maintenance of library services may be performed as required. The work is performed under the general supervision of a higher level librarian and/or a Library Director. Work direction may be given to any subordinate support personnel.

**MINIMUM QUALIFICATIONS:** By the last date for filing, you must possess a professional or conditional certification as a Public Librarian issued by the New York State Department of Education. (Please submit a copy of your Professional Public Librarian Certificate issued by the NYS Education Department with your application.)

**NOTES:**

1. Your official Master's of Library Science Degree transcripts must be sent directly from the school to our department no later than October 1, 2010 in order to verify that you possess the minimum qualifications. Your official Master's of Library Science Degree transcripts must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. You must pay the required evaluation fee.
2. Candidates will be restricted from certification on the resulting eligible list until our office receives and reviews a copy of the professional Public Librarian Certificate and the official Master's Degree transcripts in Library Science.

**SUBJECT OF EXAMINATION:**

There will be no written or oral test for this examination. Candidates who meet the minimum qualifications will receive a rating based on an evaluation of their training and experience against the background of the duties of the position. You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

First, you must provide a complete summary of your relevant training and experience in the employment application available at the Rockland County Department of Personnel or on-line @[www.co.rockland.ny.us](http://www.co.rockland.ny.us). Remember that your application must be submitted to the Rockland County Department of Personnel by the last date to file of September 1, 2010. If your application is approved or conditionally approved, you will then be provided with a Training and Experience Questionnaire.

This questionnaire must be completed and returned to the Rockland County Department of Personnel by the deadline stated on the questionnaire. **Your rating on this portion of the examination will be based solely upon the information you provide in the Training and Experience Questionnaire. Candidates who fail to return a completed questionnaire will be DISQUALIFIED.**

The questionnaire is **NOT** a substitute for the application. You must fill out both documents completely and accurately.

Carefully read the minimum qualifications stated on the announcement and be sure that the description of your training and experience addresses these minimum qualifications. Be sure to provide sufficient details on your application to show how your experience is relevant to the minimum qualifications.

**NOTE:** A resume does not substitute for the completed application but may supplement the application. Month and year as well as hours per week of employment must be indicated. **Also include a copy of your professional license or documentation indicating eligibility for licensure.** Additional information **will not** be accepted after applications have been evaluated.

**Date Issued: 06/30/10**

