

The Town of Colonie Personnel Officer Announces  
Open-Competitive Civil Service Examination  
For  
**LIBRARIAN I – GRADE 14**  
**LIBRARIAN I (CHILDREN) – GRADE 14**



**APPLICATIONS ACCEPTED CONTINUOUSLY**

<b>EXAMINATION #'s:</b>	<b>SALARY:</b> PT - Entry: \$24.09	Entry: \$51,583
Librarian I : LB1-80		1 yr: \$54,449
Librarian I (Children): LB1-C-07		2 yr: \$57,314

**APPLICATION FEE:** A fee of \$50.00 (fifty dollars) is required for this examination, and a check or money order made out to the "Town of Colonie" must accompany each application. Note exam number(s) and social security number on check or money order (see explanation on page 3). Only one fee is necessary for candidates applying for both Librarian I and Librarian I (Children). Candidates must list all examinations for which they are applying.

**RESIDENCY:** There are no residency requirements for filing application. However, preference in appointment may be given to candidates who have been legal residents of the Town of Colonie for four (4) months prior to the date of application.

**VACANCIES:** The eligible list resulting from this examination will be used to fill vacancies as they occur in the William K. Sanford Town Library, Albany Shaker Road, Loudonville, NY 12211.

**DESCRIPTION OF POSITION:** **As a Librarian I**, you will perform beginning professional library duties. Typical tasks include providing advisory and guidance services, answering reference questions and compiling bibliographies, performing basic cataloging and classification techniques. **As a Librarian I (Children)** you will provide professional library duties in the Children's section of the Town Library. Your duties will include development and presentation of programs and services designed for pre-school as well as elementary school age children.

**MINIMUM QUALIFICATIONS:** **For Librarian I**, if you have five (5) years of college level training including either a BSLS or MLS from a library school that is accredited by the American Library Association or registered by the New York State Education Department and possess a New York State Public Librarian Professional Certificate\*, you are qualified. **(Please provide copies of verifiable transcripts and a copy of your Certificate)** Official transcripts will be required prior to end of probation period.

**For Librarian I (Children)**, you must meet the qualifications for Librarian I **plus** one (1) year of full time professional Librarian experience in a Children's department of a public library, **or** as a Media Specialist in an elementary school. Only candidates who possess the experience in a Children's library will be certified as a qualified candidate for Librarian I (Children).

**SUBJECT OF EXAMINATION:** **There will be no written or oral test for this examination. The training and experience of candidates will be evaluated against the background of the position.** You must first fill out an application and return it to this Department. **If you meet the minimum qualifications**, we will send you a questionnaire which will request detailed information

**"See General Instructions"**

regarding your training and experience. You must complete this questionnaire and return it by the date specified. It is essential that you give complete and accurate information on the application form and on the subsequent questionnaire. You will not receive credit for vague or inaccurate information. **Professional Training in Library Science:** On the questionnaire you will be required to provide information on all courses you claim for credit in the categories of Breadth of Professional Training in Library Science and Breadth of Non-Library Science Education. Please provide descriptions for all such courses claimed for credit. The following five subcategories will be used to evaluate your Breadth of Professional Training in Library Science: 1) Non-Book Studies; 2) Electronic Data Processing Studies; 3) Management/Administrative Studies; 4) Special Population Reader Services Studies; and 5) Bibliographic and Reference Services Studies.

**\*NOTE:** APPLICATION FORMS FOR THE PUBLIC LIBRARIAN PROFESSIONAL CERTIFICATE MAY BE OBTAINED BY WRITING TO:

LIBRARY DEVELOPMENT  
NEW YORK STATE EDUCATION DEPARTMENT  
CULTURAL EDUCATION CENTER  
EMPIRE STATE PLAZA  
ALBANY, NEW YORK 12230

**ELIGIBLE LIST:** Successful candidates will have their names placed on the eligible list in the order of final test scores, regardless of the date on which they took the test. If you pass the examination, your name will be placed on the continuous eligible list for one year only. All candidates may apply for retests at six-month intervals.

**THE PERSONNEL OFFICER RESERVES THE RIGHT TO TERMINATE THIS CONTINUOUS RECRUITMENT PROGRAM AND RE-ESTABLISH THE PERIODIC, ANNOUNCED-DATE TYPE OF EXAMINATION.**

**SPECIAL NOTE:** This examination is being 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 dealing with the rating of examinations will apply to this test.

**HOW TO APPLY:** Applications and additional information may be obtained at the Civil Service Department, Colonie Memorial Town Hall, 534 Loudon Road, (mailing addr: PO Box 508), Newtonville, NY 12128-0508-Telephone 783-2721 OR via the internet at [www.colonie.org](http://www.colonie.org) (Civil Service Dept) where applications can be viewed and downloaded from the web site.

Michael J. Foley  
Personnel Officer  
Town of Colonie  
**January 1, 2008**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER