

The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For
LIBRARIAN II – GRADE 16



APPLICATIONS ACCEPTED CONTINUOUSLY

<u>EXAMINATION NO:</u> LB2-81	<u>SALARY:</u>	Entry:	\$54,726
		1 yr:	\$57,767
		2 yr:	\$60,807

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 and social security number of check or money order (see explanation on page 3).

RESIDENCY: There are no residency requirements for filing applications. 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.

Note: A promotional exam for this title is also being offered.

DESCRIPTION OF POSITION: 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 programs for community groups and compiling bibliographies.

MINIMUM QUALIFICATIONS: If you have a New York State Public Librarian's Professional Certificate* and two years of full-time or equivalent part-time professional library experience, (experience after receiving your BSLS or MLS) you are qualified. **(Please provide copies of verifiable transcripts and a copy of your Certificate).** Official transcripts will be required prior to end of probationary period.

*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, NY 12230

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 general background of the positions.** 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 training and experience questionnaire. You will not receive credit for vague or inaccurate information.

Breadth of Non-Library Science Education. On the questionnaire you will be required to provide information on all courses you claim for credit in the category of Breadth of Non-Library Science Education. Please provide course descriptions of all such courses claimed for credit.

ELIGIBLE LISTS: 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 resets 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 (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