BROOME COUNTY DEPARTMENT OF PERSONNEL
THIRD FLOOR, COUNTY OFFICE BUILDING, 44 HAWLEY STREET
GOVERNMENTAL PLAZA, PO BOX 1766
BINGHAMTON, NEW YORK 13902
AN EQUAL OPPORTUNITY EMPLOYER

TRAINING AND EXPERIENCE
OPEN COMPETITIVE EXAMINATION FOR

LIBRARY DIRECTOR III

Exam Number: 66-155

LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER*: February 17, 2021

EVALUATION OF TRAINING AND EXPERIENCE ONLY

***Processing Fee:** Twenty dollar **($20.00)** non-refundable check or money order is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Only checks or money orders payable to the Broome County Office of Management and Budget will be accepted.** Please be sure to include applicant's name and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

If your application is disapproved, the fee will not be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

***Only applications which are post-marked on or before the last date to file will be accepted. All interdepartmental mail must be received by the close of business on the last date to file. FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at** www.gobroomecounty.com.

MINIMUM SALARY	VACANCIES	LOCATION OF WORK
$75,153	1	Broome County Public Library
$68,000	1	Vestal Public Library

Eligible list: The eligible list established as a result of this examination will be used to fill vacancies as they occur in all Broome County departments, towns, villages, school districts and special districts under Broome County jurisdiction. The eligible list resulting from this examination may be used for appointment to other titles deemed to be similar and appropriate.

Residency: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County at the time of examination except as stated in Resolution 07-84.

DUTIES: The incumbent in this position is chief administrator in the Library. The work involves carrying out broad policy as determined by the Library Board of Trustees. Supervision is exercised over the work of subordinate supervisors, including professional and clerical personnel. Does related work as required.

MINIMUM QUALIFICATIONS: Possession of a Master's Degree in Library Science, Information Studies or other graduate library degree from a library school located in New York State which is registered by the New York State Department of Education or a library school program that is accredited by the American Library Association; and 6 or more years of satisfactory professional library experience, 2 or more years of which must have been in an administrative capacity*.
*Administrative Capacity is defined as spending the entire work week planning, organizing, budgeting/allocating funds, staffing, and communicating.

SPECIAL REQUIREMENT: Eligibility for a New York State public librarian's professional certificate at the time of application. Possession of certificate at time of appointment.

SUBJECT OF EXAMINATION: There will be no written or oral test for this examination. If you met the minimum qualifications, you will receive a rating based on 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 Broome County Department of Personnel on or before the last filing date of **February 17, 2021**.

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 March 1, 2021 and approved candidates will be required to complete and submit this questionnaire between March 1, 2021 and midnight, March 31, 2021.

NOTE: Candidates will not be able to claim any credit for training and experience gained after the application filing date of **February 17, 2021.**

Candidates who fail to submit a questionnaire by midnight **March 31, 2021**, will not receive a rating.

Rating: This written 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 provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this test.

Special Requirement for Appointment in School Districts and BOCES
Per Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Children of Firefighters and Police Officers killed in the line of duty: "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 the Department of Personnel 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."

General Information/Instructions: A copy of the general instructions, announcement, application and the cross filing form may be obtained upon request to the Broome County Department of Personnel or from our website at www.gobroomecounty.com.

Training and Experience form
Date of issue: 1/25/21
LDTF: 2/17/21
Library Director III-OC