



ONONDAGA COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT
 DEPARTMENT OF PERSONNEL John H. Mulroy Civic Center 421 Montgomery St 13th Fl Syracuse NY 13202
 (315) 435-3537 Fax 435-8272 Web Site www.ongov.net

Published 5/23/22

**Application
 Deadline
 6/21/22**

<p>LIBRARY DIRECTOR III</p> <p>Open Competitive Exam # 69-264 use application form #p-200 (Open to the Public)</p> <p>Departmental Promotional Exam #78-444 use application form #p-201</p>

Office Hrs M-F
 8 a.m.-4:00p.m.

Not a written exam. See "Subject of Examination."

ALL APPLICATIONS MUST BE FILED WITH THE ONONDAGA COUNTY PERSONNEL DEPARTMENT
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Qualifications: You are urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified.

SALARY AND VACANCIES: Changing conditions may make it necessary to certify vacancies at higher or lower salaries than those announced.

The title currently exists in the following department(s):
 Liverpool Public Library - \$81,900 - \$109,200

The resulting open competitive eligible list will be used to fill vacancies in any jurisdiction where the title exists. The resulting promotional eligible list will be used to fill vacancies in the Liverpool Public Library. Your name will be certified for appointment only to the department in which you are employed on the date of examination.

Note to Special District Promotion Examination Candidates: Successful candidates in Special Districts will be certified to fill vacancies only in the agency in which they are employed on the date of examination. To qualify as a promotion candidate, the agency in which you are employed must be listed on this announcement.

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. Does related work as required.

MINIMUM QUALIFICATIONS: On date of application, candidates must meet the following requirements:

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class and must have served continuously on a permanent basis for one (1) year immediately preceding the examination date in the title of Assistant Library Director III and must be currently employed in the Liverpool Public Library.

OPEN COMPETITIVE QUALIFICATIONS: A graduate library degree from a library school located within New York State which is registered by the State Education Department or from a library school program which is accredited by the American Library Association **AND** six (6) years of post-masters professional level library experience, or its part time equivalent, two (2) years of which **MUST** have been in an administrative capacity.

SPECIAL NECESSARY REQUIREMENT: Possession of a valid New York State Public Librarian's Professional Certificate from the New York State Education Department.

NOTE: You must submit a copy of your current NYS Public Librarian's Professional Certificate, or a copy of your application to obtain a certificate, with your examination application. Failure to submit either a copy of your current NYS Public Librarian's Professional Certificate, or a copy of your application to obtain a certificate will result in ineligibility for this examination.

Volunteer Experience: Volunteer experience will be allowed to substitute for paid work experience as long as the volunteer experience is equivalent in nature to the paid work experience required for the position.

SUBJECT OF EXAMINATION: Training and Experience 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 Onondaga County Department of Personnel on or before the last filing date of 6/21/22. 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 August 1, 2022, and approved candidates will be required to complete and submit this questionnaire between August 1, 2022 and August 31, 2022.

NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of 6/21/22. **Candidates who fail to submit a questionnaire by midnight, August 31, 2022 will not receive a rating.**

APPLICATION INSTRUCTIONS: Applications may be obtained in person from the Onondaga County Department of Personnel, by mail (include a self-addressed, stamped envelope) or downloaded at www.ongov.net/employment/document_center

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION: If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Onondaga County Department of Personnel or downloaded at www.ongov.net/employment/document_center. You will be responsible for the required evaluation fee.

ADDITIONAL CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

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, please inform this office of this matter when you submit your application for examination.

VETERAN CREDITS: War veterans applying for additional credit must submit a copy of their DD-214 Member-4 (discharge papers) with their application for examination or by one month following the date of examination. Veteran's Credit Instructions and Application Forms are available in person from the Onondaga County Department of Personnel or downloaded at www.ongov.net/employment/document_center.

APPLICATION DEADLINE POLICY: All applications along with application fees or proofs of waiver must be submitted to the Onondaga County Department of Personnel before the close of business at **4:00 p.m. on the application deadline date** as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the Application Deadline. Applications that are received through inter-office mail after the Application Deadline or that are submitted to any other department, office or agency and are not received in the Department of Personnel by the Application Deadline will not be accepted.

MILITARY APPLICANTS: In accordance with Section 243 of Military Law, military personnel serving on active duty in the armed forces of the United States during the filing period may be permitted to file an application for the examination after the application deadline date, but prior to the scheduled date of the examination. Contact the Onondaga County Personnel Department at (315)435-3537 for further information.

EXAM INFORMATION:

EXAM RATING: When the written examination is 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 will apply.

ELIGIBLE LIST: Eligible lists are established, on average, within three months after the examination date. In accordance with the New York State Civil Service Law, an eligible list must remain in existence for one year from the date of its establishment. When the eligible list is established you will be able to view the current eligible list and your status on-line by going to our website at **Civil Service Exam Test Results** www.ongov.net/employment/ranking.

CANDIDATE FITNESS: Inquires may be made as to character and ability of all candidates. All statements made by candidates are subject to verification. Falsification of any part of the "Application for Employment" may result in disqualification and possible legal action.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Onondaga County Personnel Department in writing of any change in address. Address change forms are available in the Personnel Department during normal office hours or online at www.ongov.net/employment/document_center

MILITARY MAKE-UP EXAMINATION: Any member of the armed forces of the United States who has filed an application to compete in a scheduled competitive examination but is deprived of the opportunity to compete in the examination due to ACTIVE MILITARY DUTY can be provided with a special military make-up examination upon written request to the Onondaga County Personnel Department. The applicant must submit a copy of military orders, DD-214, or other official military document that substantiates active military service at the time of the examination. Request must be no later than sixty (60) days after release from active duty.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving contact with students, a clearance for employment from the State Education Department is required.

IN ACCORDANCE WITH THE CHILD ABUSE PREVENTION ACT OF 1985, candidates for appointment to Onondaga County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Onondaga County.

PRE-EMPLOYMENT DRUG TESTING / BACKGROUND INVESTIGATION: **May be required** for appointment or promotion.

SENIORITY RATING: Seniority points will be added on promotional exam scores to all passing candidates. Seniority rating is based on the length of continuous classified service in the jurisdiction in which you are employed as follows:

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

Seniority points will be calculated at the time of examination.

The promotional examination will be BAND SCORED. When a promotion examination is band scored, seniority credits are added to the raw score and not to the final score. Using this formula, the applicable seniority credits are added to the number of questions answered correctly (raw score) of passing candidates. This will result in a "total raw score," from which the final band score is determined.

Onondaga County is an Affirmative Action/Equal Opportunity Employer