A $15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Last date to file for Training and Experience Rating is **April 30, 2021**

1. If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

**VACANCY:** One in the **Pearl River Public Library** and the **Nanuet Public Library**. The **Nanuet Public Library** may not be filling the vacancy at this time. For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

**SALARY:** In accordance with the appropriate labor agreement.

**WHAT THE JOB IS LIKE:** This is professional work which involves responsibility for developing programs as well as supervising, planning, and directing children’s services of a public library. In libraries serving under 50,000 population (which are not provided a higher level of Librarian by the standard New York State staffing schedule), the scope of duties may include some aspects of administration. The work is performed under the general supervision of a higher-level professional in the field. Supervision is exercised over the work of professional and other staff personnel. Does related work as required.

**MINIMUM QUALIFICATIONS:** You must be currently employed in the **Pearl River Public Library** and have, immediately preceding the last date to file, one year of permanent competitive class status there as a Librarian I. In addition, your experience must include: Professional certification as a Public Librarian by the New York State Department of Education, and two years of professional library experience attained after receipt of either the certification or of a Master’s Degree from a library school recognized by the New York State Department of Education, one year of which must have been in children’s services in a public library. (Please submit a copy of your Professional Public Librarian Certificate issued by the New York State Education Department with your application.)

(Official college transcripts must be sent directly from the school to our department no later than June 1, 2021.) Student transcripts are not acceptable.

Your degree and/or college credit 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.

**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 being tested. Candidates must first complete an examination application and return it to the Rockland County Department of Personnel on or before the last filing date of April 30, 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 June 1, 2021 and approved candidates will be required to complete and submit this questionnaire between June 1, 2021 and midnight June 30, 2021.

**NOTE:** Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of April 30, 2021.

Candidates who fail to submit a questionnaire by midnight, June 30, 2021, will not receive a rating.

**Date Issued:** 04/14/2021