

**ASSISTANT LIBRARY DIRECTOR II (OC)**  
**NYS# 67-580 RC/EL #22106**

Last date to file for Training and Experience is: **June 20, 2022**

**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. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.**

1. **If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.**

**POSITION EXISTS IN:** Finkelstein Memorial Library.

**RESIDENCE REQUIREMENTS:** All residence requirements for this examination have been waived.

**SALARY:** The starting salary is \$95,000 annually for a 35-hour work week with Finkelstein Memorial Library.

**WHAT THE JOB IS LIKE:** This position involves responsibility under the general direction of the Library Director for assigned phases of library administration and services. Serves as Assistant Library Director in a library serving a population of 50,000 to 250,000. Acts for the Library Director in her absence. Supervision may be exercised over the work and personnel of several library departments. Does related work as required.

**MINIMUM QUALIFICATIONS:** By the last filing date, you must have: Professional certification as a Public Librarian by the New York State Department of Education and six (6) years of professional library experience in a library of recognized standing, three (3) years of which must have been in a public library. Experience must have been attained after either: receipt of the certification; or, receipt of a Master's degree from a library school recognized by the New York State Department of Education.

**NOTE:** Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than 10 days after the last filing date; June 30, 2022. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

**NOTE:** If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than the last filing date; June 20, 2022; student transcripts are not acceptable. Your college 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. **This form is also available on the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com).** You must pay the required evaluation fee.

**SUBJECT OF 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 submit it to the **Rockland County Department of Personnel** on or before the last filing date of **June 20, 2022**. 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 **July 1, 2022**, and approved candidates will be required to complete and submit this questionnaire between **July 1, 2022**, and midnight, **July 30, 2022**.

**NOTE:** Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of June 20, 2022.

Candidates who fail to submit a questionnaire by midnight, **July 30, 2022**, will not receive a rating.

**Date Issued: 5/17/2022**