

# TOMPKINS COUNTY CIVIL SERVICE VACANCY

**Inclusion Through Diversity**



## OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** LIBRARY DIRECTOR IV

**SALARY:** \$97,000 - Salary is commensurate with education and experience.

**EXAM DATE:** 06/01/17

**ISSUE DATE:** 02/20/17

**THE FINAL DATE TO FILE APPLICATIONS:** 04/21/17

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 06/01/17

**RESIDENCY WAIVED**

### **LOCATION OF POSITIONS/VACANCIES:**

There is currently one anticipated vacancy in the title of Librarian Director IV located at Tompkins County Public Library. The vacancy posting is being ran in conjunction with the examination announcement. Candidates that meet the minimum qualifications of the position will be invited to take the Civil Service examination through the NYS website starting June 1, 2017. Interested candidates will need to apply through the examination posting <https://www.tompkinscivilservice.org/>

### **MINIMUM QUALIFICATIONS:**

Graduation from an ALA Accredited school or program with a graduate degree in library or information studies **AND** possession of, or eligibility for, a New York State Public Librarian's Professional Certificate **AND** eight years of satisfactory professional library experience in a library of recognized standing, two years of which must have been in an administrative\* capacity.

\* Administrative experience shall include but not be limited to at least two activities such as institutional planning, organizing, budgeting, communicating or any other experience that would be considered qualifying as determined by the Commissioner of Personnel.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional leadership position under the general direction of the Board of Trustees. The Library Director has overall responsibility for carrying out the goals and objectives of the Tompkins County Public Library and for supervising its professional librarians and support staff. This responsibility includes the management of annual and long range planning, service delivery, comprehensive programs, government relations, public and community relations, physical facilities, fiscal affairs, resource development, personnel and labor relations, and compliance with all laws and regulations. The incumbent also ensures that the library goals and objectives reflect the library's strategic plan, including its mission statement and the needs of populations to be served, and that these goals and objectives are communicated to the library's public. The incumbent performs all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Develops, implements, and periodically evaluates a multi-year strategic plan which addresses the library's mission and strategic direction;

Develops and reviews annually a plan for the delivery of programs and services which matches the resources of the library with the goals and objectives in the strategic plan;

Directs and holds accountable the senior staff to achieve the financial and program objectives in the plan;

Provides for sound fiscal management of the library, develops an annual operating and capital budget for consideration by the Board of Trustees, and manages expenses in relation to established goals;

In cooperation with the Tompkins County Public Library Foundation and the Friends of the Tompkins County Public Library, coordinates efforts to secure maximum available revenue through government and private funding grants and fund raising;

Is accountable to the Board of Trustees through its designated officers and committee chairs, recommending policies and procedures to the Board as appropriate;

Attends meetings of the Board and its Committees and informs the Board of significant fiscal, program, personnel and other management matters;

Prepares reports and other information pertinent to decision making requirements of the Board regarding policy and other related activities;

Assists with orientation of new Board trustees;

Promotes effective public and community relations with funders, library users, media representatives, and the community;

Promotes effective relations with the Tompkins County Public Library Foundation and the Friends of the Tompkins County Public Library;

Directs a coordinated approach to the development of the library's image;

Serves as the primary representative and spokesperson of the library;

Directs the formulation, interpretation and administration of the personnel policies and practices for the library, within the context of the Civil Service Law, rules and regulations and negotiated labor-management agreements;

Recruits, hires, supervises and evaluates the performance of staff directly supervised, provides appropriate disciplinary action, when necessary, and oversees these activities for all other staff;

Establishes a warm friendly atmosphere that welcomes diversity in all ways;

Develops and maintains a positive and progressive staff development program for all staff;

Cultivates a positive labor-management environment;

Develops a close working relationship with local, state and national elected officials;

Demonstrates a sense of humor combined with customer service attitude and skills;

Creates a positive work environment for all staff and volunteers and provides a welcoming atmosphere for library patrons.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of issues facing libraries today as well as modern library services, programs and administrative practices;

Thorough knowledge of budgeting and financial management practices;

Thorough knowledge of applications of computer technology to library operations, budgets, services and programs;

Ability to draft, propose, administer, evaluate and revise library policies;

Ability to provide for an effective staff development and training program for all library staff and volunteers;

Ability to plan, lay out and coordinate the work of all library departments, delegating responsibility when appropriate;

Ability to work effectively with national, state and local leaders, particularly the elected officials and leaders of Tompkins County;

Ability to evaluate situations, interact with people easily and participate effectively in the cultural and intellectual activities of the community;

Ability to express oneself clearly and concisely both orally and in writing;

Initiative in making constructive suggestions for improvements in services and book collections;

Tact, courtesy, and good judgment; and

The employee's physical condition shall be commensurate with demands of the position.

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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 DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties in this municipality, please inform this office 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.

**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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850