

# **TOMPKINS COUNTY CIVIL SERVICE EXAMINATION**

**Inclusion Through Diversity**



## **OPEN TO THE PUBLIC**

**Tompkins County Personnel 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: LIBRARIAN II**

**EXAM NO: 64776**

**EXAM DATE: 03/01/16**

**ISSUE DATE: 08/01/10**

**THE FINAL DATE TO FILE APPLICATIONS: 01/29/16**

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 03/31/16**

**RESIDENCY WAIVED**

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

The eligible list resulting from this continuous recruitment, training and experience examination may be used to fill all appropriate full-time, part-time, and/or temporary Librarian II vacancies that may occur during the life of the eligible list. Candidates will be limited to one year of eligibility on the list.

### **MINIMUM QUALIFICATIONS:**

Possession of a Master's degree in Library Science (MLS) ) or a Master's of Science in Information Science (MSIS) from a library school that is accredited by the American Library Association or recognized by the New York State Education Department, and four years of full-time paid (or the equivalent part-time and/or volunteer) professional library experience in a library of recognized standing.

*(Some universities have renamed their programs and no longer designate the degree as a Masters in Librarianship or even MLS. Contact the New York State Library's Division of Library Development for assistance.)*

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

The work involves performance of professional librarian duties in an assigned unit. Incumbents select material and plan programs of service to meet the needs of the patrons. Duties may involve planning, directing, supervising a specialized unit, such as the health information, audio visual services, business services, or outreach services. General supervision is received from a higher-level librarian or assistant director. Supervision is exercised over the work of the professional, paraprofessional, clerical and volunteer staff. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES**

Provides research and reference services to library users, incorporating traditional and new technological methods;

Performs varied and/or specialized collection development and maintenance;

Instructs the public in the use of library resources, including print and electronic resources;

May catalog and classify library materials;

Provides reader advisory services;

Participates in the implementation of new technologies;

May maintain the library web site;

Compiles bibliographies, instructional aids and web links;

Plans, schedules, arranges publicity for, and presents public programs and tours;

Serves as a liaison with community groups and/or other libraries;

Prepares statistical and narrative reports of activities, memoranda, correspondence;

Supervises the work of volunteer, clerical, paraprofessional and professional personnel;

Keeps informed of professional developments and attends professional meetings and workshops;

May recommend, plan for, and implement new library services;

Participates in the development of, planning for, and implementation of grants;

Assists in the preparation of budgets;

Assumes responsibility for library operations in accordance with the person-in-charge list.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of contemporary principles, practices and trends in library and information science;

Good knowledge of bibliographic tools and sources;

Good knowledge of application of computer technology to library operations;

Good knowledge of contemporary library organizations, procedures, policies, aims and services;

Good knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist;

Oral and written skills with individuals and groups of varying age, educational and experiential levels;

Skill and accuracy in the performance of technical library tasks;

Skill and accuracy in performing basic arithmetic functions;

Ability to train, supervise, evaluate and motivate library staff;

Ability to plan, coordinate and supervise the work of others;

Ability to participate in the cultural and intellectual activities of the community;

Ability to comprehend library literature and research;

Ability to carry out assignments independently;

Ability to comprehend users' needs quickly and accurately and provide information or materials accordingly;

Ability to think conceptually;

Ability to manage and optimize resources, including human, financial and physical;

Ability to promote new ideas, introduce new solutions or procedures;

Ability to initiate, facilitate, or implement change;

Ability to listen, understand, and respond appropriately;

Ability to work within an organizational structure;

Ability to plan, establish priorities, allocate resources, implement plans;

Ability to problem solve;

Ability to achieve or surpass identified goals;

Ability to link long-range visions and concepts to daily work;

Ability to achieve clarity and quality;

Ability to work within a team and cooperatively with others;

Customer service orientation:

Adaptable and flexible; works effectively within a changing environment;

Committed to continuous learning;

Tact and courtesy;

Physical condition commensurate with the demands of the position.

#### **SCOPE OF THE EXAMINATION:**

**THERE WILL BE NO WRITTEN OR ORAL TEST FOR THIS EXAMINATION.**

The training and experience of qualified candidates will be evaluated against the background of the position. You must complete and submit the Tompkins County Electronic Employment Application prior to the final filing date. If you meet the minimum qualifications, we will send you further information about completing a questionnaire through the NYS website, the questionnaire will request detailed information regarding your training and experience. You must complete the questionnaire by the date specified. It is essential that you give complete and accurate information in the Tompkins County employment application and on the training and experience questionnaire. Omissions, vagueness and/or ambiguity **WILL NOT** be resolved in your favor.

Candidates will be ranked by score on the resulting eligible list based upon the evaluation of the Training and Experience questionnaires.

#### **BREADTH OF NON-LIBRARY SCIENCE EDUCATION:**

On the questionnaire, you will be required to provide information on all courses you claim for credit in the category of Breadth of Non-Library Science Education. Please provide course descriptions for all such courses claimed for credit.

## 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 Personnel 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 Personnel 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 Personnel 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