

PLEASE POST CONSPICUOUSLY

**THE CITY OF NEWBURGH
CIVIL SERVICE COMMISSION ANNOUNCES**

OPEN COMPETITIVE EXAMINATION NO. 63489 FOR

LIBRARIAN II

LAST FILING DATE

January 31, 2014

STARTING SALARY

\$50,000

LIBRARIAN II EXAM NO. 63489 Newburgh Free Library 124 Grand Street, Newburgh, NY 12550. The resulting eligible list will be used to fill any vacancies that now exist or for any future vacancies.

There is a \$20.00 application filing fee for this examination. The fee is non-refundable even for disapproved applications, therefore, applicants should be sure they meet the minimum qualifications and complete the application in full. No personal checks accepted. Cash or money order made payable to the City of Newburgh only. (See reverse side for fee waiver information).

IT IS THE RESPONSIBILITY OF THE APPLICANT TO SEE THAT HIS/HER APPLICATION IS FILED WITH THE OFFICE OF THE CIVIL SERVICE COMMISSION, CITY HALL, 83 BROADWAY, NEWBURGH, NEW YORK, NOT LATER THAN JANUARY 31, 2014. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF JANUARY 31, 2014.

GENERAL STATEMENT OF DUTIES: The work involves responsibility for basic level librarian duties. Employees in this class are expected to perform specific applications of professional duties under the general supervision of other professional librarians. Supervision may be exercised over Library Assistants, Pages and Volunteers. Performs related work as required.

MINIMUM QUALIFICATIONS TO APPLY:

Masters Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the NYS Education Department as following accepted education practices and two years of professional library experience subsequent to MLS.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of NYS Public Librarian's professional certificate.

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 application form and return it to the Newburgh Civil Service Commission on or before the last filing date of January 31, 2014.

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training & Experience Questionnaire.

Approved candidates will be required to complete and submit this questionnaire between February 1 and midnight, February 28, 2014. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of February 28, 2014. Candidates who fail to submit a questionnaire by midnight, February 28, 2014 will not receive a rating

SEE REVERSE SIDE

THE PASSING GRADE FOR THIS EXAMINATION IS 70.0. This examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating and review of examinations apply.

CROSS FILING INSTRUCTIONS TO CANDIDATES APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS WHEN EXAMS ARE SCHEDULED FOR THE SAME DATE:

If you have applied to take any other NYS civil service exams on the same date, you must make arrangements to take all the exams at one test site. You must notify all civil service agencies with whom you have filed an application, of the test site at which you will appear to take your exams no later than three weeks before the exam date. If you have applied for both State and Local civil service exams, you must make arrangements to take all your exams at the State exam site by calling (518) 457-7022 no later than two weeks before the exam date.

APPLICATION FILING FEE WAIVER: A waiver of the application filing fee will be allowed if you are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for application fee waiver as head of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance, (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local social service agency. All claims for application fee waiver are subject to verification. Any candidate applying for this waiver must complete a "Request for Application Fee Waiver and Certification" form and submit it with the application for the exam before the last filing date as stated on the exam announcement. This form is available upon request at the civil service office and also on-line at www.cityofnewburgh-ny.gov.

VETERAN'S CREDITS: A disabled or non-disabled veteran who wishes to establish eligibility for additional credits, 10 or 5 points respectively, must claim these credits on the application. The supplemental form included with the application must also be completed and submitted with proof of war service, (DD214).

Applications are available Monday through Friday from 8:30 a.m. until 4:00 p.m. at the office of the Civil Service Commission, City Hall, 83 Broadway, Newburgh, New York 12550, or on-line at www.cityofnewburgh-ny.gov.

NEWBURGH CIVIL SERVICE COMMISSION

Richard Gadbois – Chairman
Thomas Murphy - Commissioner
Michelle Mills - Administrator

Issue Date: January 13, 2014