

GREENE COUNTY CIVIL SERVICE COMMISSION

411 MAIN STREET, CATSKILL, NY 1241

518-719-3253 --- www.greenegove.com

Announces an

OPEN COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR

LIBRARY DIRECTOR I

NON-REFUNDABLE FILING FEE: A \$15.00 filing fee must be submitted with your application in the form of a check or money order. Credit cards can be accepted when filing applications in **person only**. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater, for each credit card transaction.

CASH IS NOT ACCEPTED

RESIDENCY REQUIREMENTS: There are no residency requirements for filling applications, but preference in appointments may be given to Greene County residents. (C.S. Law #23, Para 4, Sub Para 4-a)

SALARY: Will vary depending on location of the Library

TYPICAL DUTIES: Library Director I acts as head of a library serving a population of 7,500 to 15,000. The incumbent is responsible for recommending library services and evaluating their effectiveness; administering the personnel and public relations program; and supervising the expenditure of library funds and the maintenance of library buildings and grounds. Typical tasks include: Planning and implementing library programs for patrons of all ages; Developing the library budget and may administer grants; Administering the expenditures of library funds and the collection of library revenues; Developing long range plans for library service development, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community; Recommending new services, policies and personnel actions to the Board of Trustees for approval; Supervising the work and training of library personnel; Administering personnel policies, preparing and/or reviewing performance evaluations of staff members, hiring support staff; Preparing state, local and other statistical or narrative reports as needed or required; Consulting with Library System staff in developing, providing and promoting library services; Performing collection development by choosing library materials in appropriate formats; Providing reference and reader's advisory services and instruction to library users; Performing original cataloging and classification and record editing; Performing on-line database searches and search training; Administering the purchase of library materials; Designing and producing public relations and library instruction materials; Representing the library before governmental agencies and community groups in seeking financial resources for the library; Supervising the maintenance of library property and recommending repairs, alterations and new construction; Keeping informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.

MINIMUM QUALIFICATIONS: A Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices; and 0-2 years' professional library experience. **SPECIAL REQUIREMENT:** Eligibility for a New York State public librarian's professional certificate at the time of application. Possession of certificate at time of appointment.

APPLICATION FORMS FOR THE PUBLIC LIBRARIAN PROFESSIONAL CERTIFICATE MAY BE OBTAINED BY WRITING TO LIBRARY DEVELOPEMNT, NEW YORK STATE EDUCATION DEPARTMENT, 99 WASHINGTON AVENUE, ALBANY, NY 12230

EVALUATION OF TRAINING AND EXPERIENCE

SUBJECTS 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 general background of the position. Therefore, you are asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position. In your **summary of training** include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Additionally, include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued. In your **summary of experience**, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified. **ALL SECTIONS FO THE APPLICATION MUST BE COMPLETED. A RESUME WILL BE ACCEPTED ONLY AS A SUPPLEMENT TO THE APPLICATION, NOT A SUBSTITUTE FOR IT.**

APPLICATIONS ARE ACCEPTED CONTINUOUSLY: For applications, please contact this office at the above address or visit our web site @ www.greenegov.com.