



MUNICIPAL CIVIL SERVICE COMMISSION

“Personnel Chosen for Merit in Fair Competition”

City of Port Jervis, New York
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COMMISSIONERS

, Chairperson
Sally VonSauers
Nina Balsamo
Cheryl Kent-Biccum
Secretary

EXAMINATION ANNOUNCEMENT

**LIBRARY DIRECTOR I #20240821
OPEN COMPETITIVE**

EXAMINATION DATE: Evaluation of **Training and Experience** to be starting August 21
LAST FILING DATE: September 12, 2024

Applications must be postmarked no later than September 12, 2024 midnight.

A \$20.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send a personal check or money order payable to the CITY OF PORT JERVIS. Do Not Send Cash! Write the examination number(s) and the applicant’s name on the personal check or money order.

Currently there is a vacancy in the Port Jervis Free Library for this titled position. The eligible list resulting from this examination will be used to fill this vacancy and any other appropriate full-time vacancy which may occur during the life of the list.

Salary Range: As per Contract.

There are no residence requirements to compete in this examination.

Distinguished Features: The Director of Library Services performs professional, managerial, and administrative work of a highly responsible nature in the direction and coordination of the activities and facilities of the library program. The position requires a person with considerable independent judgement, discretion and initiative. The Library Director develops library collections, plans and implements services and activities to meet present and anticipated community needs.

Minimum Qualifications: A Masters Degree in Library or Information Science from an ALA accredited institution and a minimum of three (3) years of decision-making experience in a public, academic or business library.

Special Requirement: Applicant must be eligible for a New York State Public Librarian’s Professional certificate and be in possession of certificate within three (3) months after appointment.

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OPEN COMPETITIVE**

Subject of Examination: There will be no written or oral test for this examination. The training and experience of candidates will be evaluated against the background of the position. You must first fill out an application and return it to this Commission on or before the final filing date. If you meet the minimum qualifications, we will send you a questionnaire which will request detailed information regarding your training and experience. You must complete this questionnaire and return by the date specified. It is essential that you give complete and accurate information on the application form and on the subsequent questionnaire. You will not receive credit for vague or inaccurate information.

Professional Training in Library Sciences

On the questionnaire you will be required to provide information on all courses you claim for credit in the categories of Breadth of Professional Training in Library Science and Breadth of Non-Library Science Education. Please provide course description for all such courses claimed for credit. The following five subcategories will be used to evaluate your Breadth of Professional Training in Library Science:

- 1) Non-Book Studies
- 2) Electronic Data Processing Studies
- 3) Management/Administrative Studies
- 4) Special Population Reader Service Studies
- 5) Bibliographic and Reference Services Studies

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 in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

Section 23.2: This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the NYS Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

Veteran's Credit: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credits with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

General Information/Instructions: Application forms may be obtained at the PORT JERVIS CIVIL SERVICE COMMISSION OFFICE, PORT JERVIS CITY CLERK'S OFFICE or the CITY of PORT JERVIS OFFICIAL WEBSITE. Applications received/postmarked after the filing deadline will not be accepted. The applicant should make sure EVERY question on the application is answered, and the application is complete in all respects. All statements made by candidates in their application are subject to verification. The Port Jervis Civil Service Commission does not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delay. Candidates will be notified of the disposition of their applications.

Should you have any questions regarding this examination call the PORT JERVIS CIVIL SERVICE COMMISSION 845-858-4052 Tuesday or Thursday between 10:00 am & 2:00 pm, leave a message on voice mail or email at cherylkentbiccum@portjervisny.gov.

ISSUE DATE: March 24, 2022

Cheryl A. Kent-Biccum
CS Commission Secretary