LIBRARIAN II
NIAGARA FALLS PUBLIC LIBRARY
(ANTICIPATED VACANCY)

THIS EXAM WILL BE USED TO FILL BOTH FULL AND PART-TIME VACANCIES THAT MAY OCCUR DURING THE COURSE OF THE LIST.

THE ELIGIBLE LIST RESULTING FROM THIS EXAM WILL BE IN EXISTENCE FOR ONE (1) YEAR, WITH THE RIGHT TO EXTEND THE EXPIRATION DATE TO A MAXIMUM OF FOUR (4) YEARS WITH CIVIL SERVICE COMMISSION APPROVAL.

SALARY RANGE:  $36,427 – 45,708 PER YEAR (FULL-TIME)
                $21.96 PER HOUR (PART-TIME)

EXAM: #63-512 O.C.

FILING FOR THE EXAM: Applications can be filed in person at Niagara Falls City Hall, 745 Main St., Room 14 or by mail. If filing by mail, the envelope containing the application must be postmarked on or before the last date for filing. Envelopes postmarked after the last date for filing will not be accepted. Tie scores are broken and ranked on the eligible list by a totally random method as recommended by the NYS Department of Civil Service. The method that will be used is the last four digits of social security number.

EXAM FEE: $25.00  A Non-Refundable application fee must accompany your application and is required for each exam for which you apply.  DO NOT USE CASH.  Make check or money order payable to the City Controller and write the examination number and your Social Security Number on your check or money order.  AS NO REFUND WILL BE MADE, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

FEE WAIVER A waiver of the fee requirement will be made for those persons receiving Public Assistance or for individuals unemployed and primarily responsible for the support of a household.  Individuals wishing to claim a waiver of fee for either of the above reasons must complete a Fee Waiver Request.  Public Assistance recipients must indicate the type of assistance they are receiving, the agency providing the assistance, and their case number.  Individuals wishing to claim a waiver of fee for unemployed and primarily responsible for the support of a household must sign a form certifying to this fact and provide the documentation required.  Such claims are subject to verification and if not supported by appropriate documentation, are grounds for barring admittance to exam or appointment.

EXAMINATION DATE          FIRST DAY FOR FILING                LAST DAY FOR FILING
T & E Rated June 2014      Mon., March 10, 2014 – 8:00 AM    Mon., March 31, 2014 – 3:30 PM

1) CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NIAGARA COUNTY OR ERIE COUNTY FOR A PERIOD OF AT LEAST ONE (1) YEAR IMMEDIATELY PRECEDING THE LAST DATE FOR FILING FOR THE EXAM.
2) THIS EXAM IS ALSO BEING HELD ON A PROMOTIONAL BASIS.  CIVIL SERVICE LAW REQUIRES THAT THE PROMOTIONAL ELIGIBLE LIST BE CERTIFIED BEFORE THE OPEN-COMPETITIVE LIST.

DISTINGUISHING FEATURES OF THE CLASS:  This is a professional, post Master's degree in Library Science (MLS) position.  The work includes the administration of a library department or division as well as a variety of duties including assistance to patrons, selection and training of staff, and assisting in the development of the department and library goals.  General and direct supervision is exercised over an assigned staff of professional, non-professional and/or clerical, and pages.  General supervision is received from the Library Director.  The Librarian II performs related work as required.
1. RESIDENCY FOR EXAM - Unless otherwise specified in the exam announcement, candidates must have been legal residents of the City of Niagara Falls for one year immediately preceding date of written exam.

2. RESIDENCY FOR APPOINTMENT: Local Law #7 of the City of Niagara Falls requires that persons commencing employment with the City of Niagara Falls after December 17, 1984, must continue to reside in the City for the duration of employment.

3. AGE LIMITS - Unless otherwise specified in the exam announcement, there are no age restrictions. However, the State Education Law and the State Child Labor Law restrict the employment of persons under 18 years of age.

4. COMPLETION OF APPLICATIONS - A regular application must be filed for each exam. The applicant should make sure that every question is answered and that the application is complete in all respects. An incomplete application may be disapproved.

5. VETERAN AND DISABLED VETERAN CREDITS - Candidates must meet the requirements for Veterans Credits at the time of appointment or promotion. A candidate who is currently in active duty in the military may file for "conditional" credits but will be restricted from certification using the credits until appropriate documentary proof of honorable discharge and dates of service is provided to the Commission. The form necessary for filing for Veterans Credits, however, must be filed with the application. Evidence of military discharge (form DD-214) or proof of military status if claiming "conditional credits" must be presented with this form. You will be allowed the option of waiving these credits after the completion of the exam. For the purpose of claiming veterans credits on a Civil Service exam, an applicant must have served in the armed forces of the United States at any time during the following periods:

   - World War II - December 7, 1941 to and including December 31, 1946**
   - Korean War - June 27, 1950 to and including January 31, 1955**
   - Southeast Asia Hostilities - December 22, 1961 to May 7, 1975
   - Lebanon* - June 1, 1983 - December 1, 1987**
   - Grenada* - October 23, 1983 - November 21, 1983**
   - Panama* - December 20, 1989 - January 31, 1990**
   - Persian Gulf - August 2, 1990 to the end of such hostilities (not yet determined)**
   - U.S. Public Health Service - July 29, 1945 to September 2, 1945 or June 26, 1950 to July 3, 1952
   - Credit for Lebanon, Grenada, and Panama will be limited to those who received the armed forces expeditionary medal, the navy expeditionary medal, or the marine corps expeditionary medal.

6. MILITARY MAKE-UP - Special test arrangements are available for active military members.

7. SPECIAL TEST ARRANGEMENTS - Most written tests are held on Saturdays. If you cannot take the test on this day due to a conflict with a religious observance or practice and/or need special accommodations due to a disability, indicate this on your application form.

8. FINGERPRINTS - Applicants on open-competitive exams will be fingerprinted when filing the application and at the exam.

9. INVESTIGATION OF CANDIDATES - Inquiries may be made as to character and ability, and all statements made by candidates in their applications are subject to verification.

10. 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.

11. ADMISSION NOTICES - The Commission will notify all candidates of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of exam. If you have not received notification of acceptance or rejection or information as to where to appear for the exam by the Wednesday before the exam date, contact this office at 286-4432 or 286-4435.

12. PASSING MARK - The passing grade in each announced subject of an examination is 70.

13. INTERVIEWS - As an aid in rating training and experience, interviews may be required at a later date.

14. PHYSICAL EXAM - Prior to appointment, each candidate will be required to pass a physical exam.

15. RETIREMENT SYSTEM - Persons appointed to competitive positions are required to join the NYS Retirement System.

16. DEGREES AWARDED FROM EDUCATIONAL INSTITUTIONS OUTSIDE OF US OR TERRITORIES: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices and/or your high school diploma must be equivalent to one awarded in the U.S. If your high school diploma, degree and/or college credit was awarded by an educational institution outside of the U.S. and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

17. APPLYING FOR CIVIL SERVICE EXAMS ON THE SAME DATE IN MULTIPLE JURISDICTIONS:
   A) If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518) 457-7022 no later than two weeks before the test date and also notify the Niagara Falls Civil Service Commission in writing, preferably prior to the last date for filing for the exam, but in no case less than two weeks prior to the exam date.
   B) If you have applied for other local government exams, you must contact each jurisdiction as instructed. The City of Niagara Falls requires a written request no later than two weeks before the date of the exams. You must notify all jurisdictions at which test site you wish to take your exam(s). For more information regarding this policy, call (716) 286-4432.

18. In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for original appointment in the same municipality in which his/her parent has served. If you are qualified to participate in this exam and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office 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.

19. The City of Niagara Falls does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, marital status or national origin.

20. Applicants who have completed accredited military or industrial training can contact Excelsior College at www.excelsior.edu for information about the Full Service Credit Bank service which can issue a college transcript, which can be reviewed for compliance with the minimum education requirement for an exam.
MINIMUM QUALIFICATIONS: You are responsible for completing all sections of the application. **List your current or most recent position first and then any experience that qualifies you for the minimum qualifications of the position sought.** To receive credit for experience on a job, all information requested on the application including title, number of hours in the work week, final salary, duties performed by you in each position and percentage of time spent on each task, reason for leaving, length of employment, etc., must be shown. Be very specific in explaining experience that tends to qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. Unless otherwise specified, experience will be interpreted to mean "PAID EXPERIENCE" only. Part-time paid work experience will be accepted based on its full-time equivalent. **If a degree or special license is required, a copy must be submitted with application.**

CANDIDATES MUST MEET THE REQUIREMENTS OF ONE OF THE FOLLOWING GROUPS ON OR BEFORE THE LAST FILING DATE FOR THE EXAM:
Possession of a Master's degree* from an American Library Association accredited program, and two (2) years of post MLS degree public library experience.

**SPECIAL REQUIREMENTS:** Eligibility for a New York State Public Librarian's Certificate at the time of application and possession of the certificate at time of appointment**.

* Candidates must submit verifiable proof of MLS to demonstrate minimum qualifications (transcripts or copy of degree)
** Candidates who already possess a New York State Public Librarian’s Professional Certificate must provide a copy of Certificate or number of Certificate and date issued.

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**Scope of the 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 examination application and return it to the City of Niagara Falls Civil Service Office on or before the last filing date of March 31, 2014.

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

**The Training and Experience Questionnaire will be available on June 1, 2014, and approved candidates will be required to complete and submit this questionnaire between June 1 and midnight, June 30, 2014.** NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of June 30, 2014.

Candidates who fail to submit a questionnaire by midnight, June 30, 2014, will not receive a rating.

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AN EQUAL OPPORTUNITY EMPLOYER

DATED: March 8, 2014