

# GLEN COVE CIVIL SERVICE COMMISSION

# EXAMINATION NOTICE

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## THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION

### ANNOUNCES PROMOTIONAL EXAMINATIONS FOR

***LIBRARIAN II*** Exam Number 11783

AND

***LIBRARIAN III*** Exam Number 73598

**ABOUT THIS SERIES:** You must be a current Librarian in the Glen Cove Library to qualify for this examination. Applications for these titles are accepted continuously. These examinations are an evaluation of a candidates training and experience that must be submitted online through a computer. Approved applicants will receive instructions for the examination upon approval of their application, and they will have 30 days to complete the online questionnaire. Successful candidates will have their names placed on the eligible list in order of their final score, regardless of the date on which they take the test. A candidate's eligibility for appointment begins within one month after the exam and will remain in effect for 4 years. Candidates already on the list may take the exam again to improve their listed score. The Commission reserves the right to terminate or modify this Continuous Recruitment program at any time.

**APPLICATION FEE:** \$25 Check or Money Order made out to the City of Glen Cove. See the below Application Fee Details section for additional information.

### LOCATION OF POSITION/VACANCY:

The list established from this exam can be used to fill any current or anticipated full-time vacancy in the Glen Cove Library. Please note that Civil Service Examinations may be held to establish eligible lists in titles for which there are no currently vacant positions.

**SALARY:** *LIBRARIAN II* \$59,384 (2013 Rates)  
*LIBRARIAN III* \$67,114 (2013 Rates)

### MINIMUM QUALIFICATIONS:

***LIBRARIAN II:*** Open to current employees with six months permanent competitive class service as a Librarian I in the Glen Cove Library.

***LIBRARIAN III:*** Open to current employees with six months permanent competitive class service as a Librarian II in the Glen Cove Library.

## **DUTIES:**

***LIBRARIAN II:*** Recommends, plans, implements new types of service based on patron needs; Assigns duties, supervises and evaluates departments or unit staff; Implements and/or enhances library automation projects and services; Provides reference and reader's advisory services to library users; Performs original cataloging and classification and may design appropriate systems of information organization and retrieval methods; Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, discarding, weeding and withdrawal of library materials; Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours; Develops and administers grants; Complies bibliographies and functions as a subject specialist; Performs on-line database searches and search training; Serves as a liaison for library services to community groups and/or other libraries; Designs and produces public relations and library instruction materials; Prepares statistical and narrative reports of activities, memoranda, and correspondence; Supervises the work of professional, paraprofessional, clerical and volunteer personnel; Keeps informed of professional developments through participation in professional organizations, systems meetings, workshops, continuing education courses and reading professional materials.

***LIBRARIAN III:*** Determines priorities in terms of material to be purchased and may implement collection evaluation systems; Evaluates the effectiveness of the library's services in relation to the changing needs of the users; Recommends plans for and implements new types of services; Functions as branch or major department head; Recommends policy for directly supervised and related service units; Makes administrative decisions for assigned area; Participates in staff selection and training as necessary; Assists in the preparation of budget proposals and estimates for the assigned unit; Plans, implements and/or enhances library automation projects and services; Develops policies for classification and subject cataloging of library materials and may implement technical services cataloging and work flow procedures involving technologies; Performs varied and/or specialized professional library work in collection development, including acquisition; evaluation and selection, and weeding of library materials; Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours; Serves as liaison for library services with community groups and other libraries; Develops and administers grants and grant programs; Plans public relation programs and prepares publicity materials; Provides reference and reader's advisory services to library users; Performs on-line database searches and search training; Prepares statistical and narrative reports of activities, memoranda, and correspondence; Supervises subordinate professional and clerical staff by making assignments, observing work activity, and reviewing reports; Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.

**SUBJECT OF EXAMINATION:** There will be no written or oral test for these examinations. 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 Personnel Office in City Hall at 9 Glen Street, Glen Cove, NY (11542). Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

Approved candidates will be required to complete and submit this questionnaire within 30 days of receiving the directions notice. NOTE: Candidates may be credited with training and experience gained up to the date the Training and Experience Questionnaire was submitted.

## **SENIORITY CREDIT:**

Seniority is based on the length of continuous permanent classified service in the jurisdiction in which

promotion is sought, with points added to an eligible's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than (1) one year	0 points
1 year to 6 years	1 points
Over 6 years to 11 years	2 points
Over 11 years to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

For this Continuous Recruitment Series, Seniority will be calculated when the list is established, when names are added to the list and when the list is certified for appointment. Notification of changes in the eligible list due to recalculated seniority would only be made if the changes result in a change of relative standing between two eligibles on the list. When an examination is open to incumbents of non-competitive class positions, seniority would be based on time spent in a title or titles eligible to take the examination in accordance with the above schedule.

**CROSS FILER STATEMENT:** If you have applied for any other Civil Service examination to be given on the same test date for employment with New York State or any other local government jurisdiction, excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each Civil Service agency to make arrangements. You must make your request for these arrangements no later than 2 weeks before the date of the examinations. You must notify all local government Civil Service Agencies with whom you have filed an application of the test site at which you wish to take the examination.

**RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious observances, religious practices or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements by checking the "Special Arrangement" box on the front of the applications. Candidates who are called to military service after filing an application should send a request for an alternate test date to the City of Glen Cove Municipal Civil Service Commission as soon as possible before the test date.

**MILITARY SERVICE MEMBERS:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. You must contact The City of Glen Cove Municipal Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the date of the test.

**This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law and the City of Glen Cove Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.**

**APPLICATIONS / GENERAL INFORMATION / INSTRUCTIONS:** Application forms may be obtained from the City of Glen Cove website [GlenCoveNY.gov](http://GlenCoveNY.gov) OR from the office of the Glen Cove Municipal Civil Service Commission, City Of Glen Cove, City Hall, 9 Glen Street, Glen Cove, NY 11542 during any weekday from the posting date through the last filing deadline (except holidays) between the hours of 9:00 AM to 5:00 PM Monday through Friday OR by sending a stamped self-addressed envelope with the applicant's name and address on it, requesting an application for the examination. Applications

received/postmarked after the filing deadline will not be accepted.

The applicant should make certain every question on the application is answered, and that the application is complete in all respects. All statements made by the candidates in their application are subject to verification. Candidates will be notified of the disposition of their applications. The Glen Cove Municipal Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

**APPLICATION FEE DETAILS:** A nonrefundable application fee is required for each separately numbered examination for which you apply. The required fee(s) must accompany your application(s). Please make your personal check or money order payable to the "City of Glen Cove". Please write your name and examination number(s) on the check or money order. Cash will not be accepted. This fee may be waived. See the Application Fee Waiver section of this posting for details. Applicants who do not submit the required fee or receive a waiver of application fee will be denied admission to the test. Applicants whose personal check is returned for whatever reason will be assessed an additional administrative charge of \$35.00. Applicants whose personal checks are returned are to pay the required fee and administrative charge before being admitted to the exam, or they will be denied admission to the exam. If an application is disapproved, your fee will not be refunded. You should carefully review the announced minimum qualifications and any residency requirements. Applications received after the above posted last filing date will not be accepted.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a 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. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. "Request for Application Fee Waiver and Certification" forms are available at the Civil Service Office or on-line at: [GlenCoveNY.gov](http://GlenCoveNY.gov)  
[Click Here for Application Fee Waiver](#)

**ADMISSION NOTICES:** You will be notified of the time and place of the examination. If you have not received your notice to appear for the written test five (5) days before the date of the examination, call the Glen Cove Municipal Civil Service Commission at (516) 676-4814. Do not interpret a notice to appear for the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made on their application. These statements may not be reviewed and/or verified until after the examination has been given. At that time, those candidates who are disqualified after taking the test will not receive a score.

**ALTERNATE TEST DATES:** Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Civil Service Office no later than (10) ten business days preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than 5:00 p.m. on the Monday following the test date providing verifiable documentation of the reason. A determination will be made if you will be allowed an alternate test date.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for Veteran's credit with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credits 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 additional 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 the Civil Service Law and that the candidate either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the Veteran's credit.

**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.

**SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS:** 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 as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

**CHANGE OF ADDRESS:** It is the responsibility of the candidate to notify the Glen Cove Municipal Civil Service Commission of any change in name or address. No attempt will be made to locate any candidate who has moved.

**The City of Glen Cove is an Equal Opportunity/Affirmative Action Employer**

*(Issued 03/21/2017)*

Applications are available on the Civil Service website [GlenCoveNY.gov](http://GlenCoveNY.gov) where you can...

[Apply for this promotional exam now -- CLICK HERE -- to download application.](#)