

GLEN COVE CIVIL SERVICE COMMISSION

EXAMINATION NOTICE

COMMISSIONERS

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THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION
ANNOUNCES A PROMOTIONAL EXAMINATION FOR

LIBRARY DIRECTOR III

EXAM NUMBER **75277**

LAST FILING DATE: Applications must be received by or postmarked by the close of business on Friday, May 13, 2022.

LOCATION OF EXAM: *To be announced.*

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.

SALARY: \$120,000 (annually)

DUTIES: Directs and supervises the budgeting and expenditure of library funds and the collection of library revenues; Develops and evaluates plans for library services, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community; Supervises the work of library unit heads and administers personnel policies; Recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel; Reviews and/or develops policies for the operation of the library; Represents the library before governmental agencies and community groups in seeking financial resources for the library; Reviews and/or develops new procedures for library services; Administers personnel policies, prepares and/or reviews performance evaluations of staff members; Conducts staff meetings; Recommends and administers policies on the purchase of library materials; Recommends and/or administers public relations programs; Coordinates library program operations with municipal departments support services in areas such as personnel, legal, financial, public works and data processing; Supervises the maintenance of library property and recommends repairs, alterations and new construction; Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and professional materials.

MINIMUM QUALIFICATIONS:

Open to current employees with six months of permanent competitive class service as an Assistant Library Director III in the department or agency in which the promotion is sought.

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 examination application and return it to the City of Glen Cove Civil Service Commission on or before the last filing date of May 13, 2022.

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, 2022, and approved candidates will be required to complete and submit this questionnaire between June 1 and midnight, June 30, 2022. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of May 13, 2022.

Candidates who fail to submit a questionnaire by midnight, June 30, 2022, will not receive a rating.

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.

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 |

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.

APPLICATIONS / GENERAL INFORMATION / INSTRUCTIONS: Application forms may be obtained from the City of Glen Cove Website: 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 a.m. to 5:00 p.m. Monday through Friday **OR:** by sending a stamped self-addressed envelope with the applicants name and address on it, requesting an application for the position. 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 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

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 4/19/2022)

Applications are available on the Civil Service website GlenCoveNY.gov where you can...

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