

**MECHANICVILLE MUNICIPAL CIVIL SERVICE COMMISSION
ANNOUNCES**

**An Open Competitive Examination for
LIBRARY MANAGER – Examination #88828**

This is a “Training and Experience” examination. There is no written multiple-choice test. This is an online examination questionnaire that asks questions about your education, training and work experience. This online questionnaire is your examination and the examination period closes at midnight on July 31, 2024.

LAST FILING DATE: No later than May 31, 2024

STARTING SALARY: \$18.00/hr

FEE: \$15.00 non-refundable application fee. The required fee must accompany your application. Send check or money order payable to Commissioner of Accounts City of Mechanicville. Write exam and social security number on the check or money order. **DO NOT SEND CASH.** No refunds will be made if the application is disapproved be sure to compare your qualifications with admission requirements and only file if you are clearly qualified. A fee waiver can be made for persons receiving public assistance from a State or Local Social Service Agency. Claims are subject to verification, and if not supported by documentation, candidates are subject to being barred from appointment.

LOCATION OF POSITION: The eligible list established as a result of this examination will be used to fill future vacancies as they occur in the Mechanicville Public Library.

MECHANICVILLE CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER

Residence Requirement – been legal residents of Saratoga, Rensselaer, Schenectady, Albany or Washington County for at least 12 months immediately preceding the date of examination. Preference in appointment may be given to successful candidates who have been legal residents of the City of Mechanicville for at least one month prior to certification.

DUTIES: A Library Manager serves as head of a library serving a population from 2,500 to 7,499. This position involves responsibility for simple library functions and administrative tasks. The work involves carrying out library policy as determined by the library board and standard practice. Also works with Public Library System Librarians in planning and implementing library services. Direct supervision is exercised over other library personnel.

MINIMUM QUALIFICATIONS:

- 1) Two years of college (60 credit hours) from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable practices; or
- 2) Two years of experience in a public, academic, or school library where you were responsible for performing patron-oriented, public contact, or technical service duties.

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 Mechanicville City Civil Service Commission on or before the last filing date of **May 31, 2024**.

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 July 1, 2024, and approved candidates will be required to complete and submit this questionnaire between July 1, 2024, and midnight, July 31, 2024. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of May 31, 2024.

Candidates who fail to submit a questionnaire by midnight, July 31, 2024 will not receive a rating.

Sabbath Observers/Disabled Candidates/Military Members: Applicants whose religious beliefs or military service prevent their taking examination on the scheduled date disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application.

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

VETERAN CREDITS: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examinations or at any time between the dates of their application for examination and the date of 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 credit in examination. 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 documentary proof indication that the service was in the time of war, as defined in Section 85 of the 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 indication veteran's credit.

APPLICATION AND A COPY OF THIS ANNOUNCEMENT MAY BE SECURED AT THE OFFICE OF THE COMMISSION, 4 Industrial Park Road, Mechanicville, NY 12118, or online at www.mechanicvilleny.gov/civilservice/announcements.

Issue Date: May 7, 2024