# Mechanicville Civil Service Commission Meeting Agenda March 1, 2023 4:00 p.m.

- 1) Roll Call
- 2) Approval of minutes of February 1, 2023
- 3) Communications
- 4) MSD 426-A Report of Personnel Changes

### City of Mechanicville

- a) Patrick Bruno resigned as Animal Control Officer effective 2/1/23
- b) Donald Horn, Jr. was appointed Motor Equipment Operator (L) effective 10/17/22
- c) Austin McGuire was appointed PT Police Officer (NC) effective 2/8/23
- d) Jordan McBride was promoted to Police Sergeant (C) effective 2/8/23

### **Mechanicville School District**

- a) Vera Boomhower resigned as Food Service Worker effective 1/12/23
- b) Briana Bowen resigned as Tax Collector effective 2/10/23
- c) Lucas Castillo was appointed as Cleaner (L) effective 1/11/23
- d) Kimberly Dunn was appointed from provisional to permanent Administrative Secretary (C) effective 12/7/22
- e) Misty Forhan was appointed Food Service Worker (L) effective 2/3/23
- f) Karen Higgins resigned as Typist effective 2/2/23 and was appointed to the position of Administrative Secretary (C) effective 2/3/23
- g) Sydney Leonard resigned as Administrative Secretary effective 2/12/23 and was appointed to the position of Tax Collector (EX) effective 2/13/23
- h) Josephine Pisculli resigned as Sr. Typist effective 2/2/23 and was appointed to the position of Administrative Secretary effective 2/3/23
- i) Stacey Rorick resigned as Food Service Worker effective 2/28/23

### Mechanicville Library

- a) Josephine Pisculli resigned as Library Clerk effective 2/28/23
- b) Melissa Wallace will be retiring as Senior Library Clerk effective 3/31/23
- 5.) Old Business None
- 6.) New Business
  - 2022 Annual Report submitted to NYS Department of Civil Service
  - Bill sent to Mechanicville School District for their share of the Mechanicville Civil Service Commission budget for 2022
  - Approve new position of Librarian 1 for the Mechanicville Library
- 7.) Appearances
- 8.) Next Meeting April 5, 2023
- 9.) Adjournment

From:	City 💢 County 🔲	Town	Village Or District
Department:			
3T A 170'/1			
Name And Title	of Last Employee In Position:		
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Timing of Biliproy	Patrick Bruno		Social Security Number:
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	Personnel Change		Appointing Officer
	Permanent		Return Report of Certification
	☐ Provisional		Attach Application
	Temporary	From To	State Length of Employment
	For Term of Office	From To	Give Facts Under Remarks
	Permanent Promotion		Return Report of Certification
	☐ Provisional Promotion		Attach Nomination
	☐ Non-Competitive Class		Attach Application
	Exempt Class		Submit This Form Only
	Labor Class		Attach Application
Terminations	Resignation	February 1, 282:	2.1
	Retirement	1. 2. 2. 7 . 1 . 2. 2. 2.	Give Effective Date
	Deceased		Indicate Date
	Removal		Attach Copy of Proceedings
	Layoff (lack of work or funds)		Give Facts Under Remarks
Other Changes	Military Leave of Absence		Give Facts Under Remarks
· ·	Other Leave of Absence	From To	Give Facts Under Remarks
	Transfer		Give Facts Under Remarks
	Demotion		Give Facts Under Remarks
	Suspension		Give Facts Under Remarks
	Reinstatement		Give Facts Under Remarks
	Change in Classification		Give Facts Under Remarks
	New Position		Submit Form
	Change in Salary		Indicate New Salary
	Change in Name		Give Facts Under Remarks
	Other		
Remarks:		L.,,,,,	NOISSIMMOO BOIVRES
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		ution or condition specified a	
By:			Date:
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## Dear City of Mechanicville,

I want to thank all the people of Mechanicville for their cooperation and understanding in the process of doing my job. I think I have done it long enough. It's time to retire. It is not fun waking up in the middle of the night and having to run to the shelter. I found it to be an honor and a privilege to do this job. I just want to say thank you to everyone who gave me the support when I needed it.

Sincefely,

Patrick J. Brung

MECHANICVILLE CIVIL SERVICE COMMISSION RECEIVED

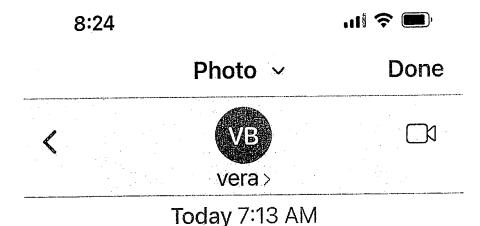
DATE 2/24/23

From: City	County	Town	Village Or District			
Department;	Department; Depart					
I Je i	partment of tublic	Works				
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Name of Employee;			S:-1 S			
	Donald Horn		Social Security Number:			
Address:						
Title of Position:	2.1.6	<del>.                                    </del>				
	notor Equipment (	) perator	Salary: 21.36			
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	Provisional Promotion		Attach Nomination			
	☐ Non-Competitive Class		Attach Application			
	Exempt Class		Submit This Form Only			
	Labor Class	10/12/22	Attach Application			
Terminations	Resignation	10/11/22	Submit Signed Resignation			
	Retirement		Give Effective Date			
	Deceased		Indicate Date			
	Removal		Attach Copy of Proceedings			
	Layoff (lack of work or funds)		Give Facts Under Remarks			
Other Changes	Military Leave of Absence		Give Facts Under Remarks			
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Ì	New Position		Submit Form			
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Title: Mayar	1 Acting Commiss	ioner of Rubli	c Works Commissioner			
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		tion or condition specified a				
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	Report All Pe	rsonnel Changes On Th	is Form.
From: City Mechar	County To		Or District
Department:	Mechanicville Police Depart	ment	
	e of Last Employee In Position:		
Name of Emplo	yee: Austin J. McGuire		Social Security Number: *
Address			1
Title of Position	Police Officer Part Time	e Non-Competitive	Salary: \$25.00
Non-Veteran 🗌			ot Volunteer Firefighter
Appointments	Check Nature Of	Effective Date	Action Necessary By
	Personnel Change		Appointing Officer
	Permanent		
	Provisional		Return Report of Certification
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	For Term of Office	From To	Give Facts Under Remarks
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;	Permanent Promotion		Return Report of Certification
	Provisional Promotion		Attach Nomination
	Non-Competitive Class	02/08/2023	Attach Application
	Exempt Class		Submit This Form Only
	Labor Class		Attach Application
erminations	Resignation		Submit Signed Resignation
	Retirement		Give Effective Date
İ	Deceased		Indicate Date
ĺ	Removal		Attach Copy of Proceedings
	Layoff (lack of work or funds)		Give Facts Under Remarks
Other	☐ Military Leave of Absence		Give Facts Under Remarks
Changes	Other Leave of Absence	From To	Give Facts Under Remarks
	☐ Transfer		Give Facts Under Remarks
	☐ Demotion		Give Facts Under Remarks
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Γ	☐ Change in Classification		Give Facts Under Remarks
ľ	☐ New Position		Submit Form
ſ	Change in Salary		Indicate New Salary
ř	Change in Name		Give Facts Under Remarks
ļ	Other		Give Facts Under Remarks
emarks:			
D 11.01			•
			MECHANICVILLE CIVIL
ppointing Offic	er: Michael Butler		SERVICE COMMISSION
tle: May	or		RECEIVED
ddress: 3	6 North Main Street, Mecha	nicville, NY 12118	DATE 2/13/23 1.
ertificate valid	until:		Date: R- Lindeman
This ce	rtifies that the above employment is i Subject to any lim	n accordance with Law and itation or condition specified	
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Mechanicville   Department		Keport Ali Pi	ersonnel ('hanoos	On This Form
Department:  Name And Title of Last Employee In Position:  Name of Employee:  Jordan McBride  Salary: \$82,044.02  Name of Employee:  Jordan McBride  Name of Employee:  Jordan McBride  Name of Employee:  Disabled Veteran Disabled Veteran December of Exempt Volunteer Firefighter  Personnel Change  Personnel Change  Personnel Change  Personnel Return Report of Certification  Attach Application  Temporary  Prom To State Length of Employment Substitute Report of Certification  Attach Application  Non-Competitive Class  Provisional Promotion  Non-Competitive Class  Numbrit This Form Only  Labor Class  Attach Application  Retirement  Give Facts Under Remarks  Attach Application  Retirement  Give Effective Date  Indicate Date  Attach Application  Retirement  Deceased  Removal  Attach Application  Retirement  Give Facts Under Remarks  Other  Military Leave of Absence  Transfer  Demoiton  Retirement  Give Facts Under Remarks  Other Leave of Absence  Transfer  Demoiton  Retirement  Give Facts Under Remarks  Changes  Renotatement  Give Facts Under Remarks  Give Facts U	From: City Mechar	County T		
Social Security Num	Department:		tment	
Salary: \$82,044.02				
Salary: \$82,044.02	Name of Emplo	<sup>Dyee:</sup> Jordan McBride		Social Security Num'
Salary: \$82,044.02	Address: ~ -			
Check Nature Of   Effective Date   Action Necessary By   Appointments   Personnel Change   Personnel Chang	Γitle of Position	Police Sergeant	•	Salary: \$82.044.02
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For Term of Office   From To   Give Facts Under Remarks	i			
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Exempt Class   Submit This Form Only				· · · · · · · · · · · · · · · · · · ·
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Resignation   Submit Signed Resignation   Retirement   Give Effective Date     Deceased   Indicate Date     Removal   Attach Copy of Proceedings     Cother   Changes   Give Facts Under Remarks     Other Leave of Absence   From   To   Give Facts Under Remarks     Transfer   Give Facts Under Remarks     Demotion   Give Facts Under Remarks     Change in Classification   Give Facts Under Remarks     Change in Classification   Give Facts Under Remarks     Change in Salary   Indicate New Salary     Change in Name   Give Facts Under Remarks     Other   Give Facts Under Remarks     Other   Give Facts Under Remarks     Change in Name   Give Facts Under Remarks     Other   Give Facts Under Remarks     Ot				
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Reinstatement Change in Classification New Position Change in Salary Change in Salary Change in Name Change in		Suspension	·····	
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marks:  MECHANICVILLE CIVIL SERVICE COMMISSION  pointing Officer: Michael Butler  le: Mayor  dress: 36 North Main Street, Mechanicville, NY 12118  rtificate valid until:  This certifies that the above employment is in accordance with Law and Rules made in pursuance to Law.  Subject to any limitation or condition specified above.  Date: Octoor Conditions				
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Subject to any limitation or condition specified above.  Date: 00100100000	<del> </del>			
	This cer			
	: N	el J. Budow		Date: 02/08/2023

From: City [	County	Town 🗌	V	/illage Or Dist	rict 🔽
Department:					
Name And Title of Las	t Employee In Position :				
N CP				Social Security	Number:
Name of Employee: Ve	era Boomhower				
Address					
Title of Position: Food	Service Worker				ılary:
Non-Veteran 🗸	Veteran Disabled V			ot Volunteer Fi	
Appointments	Check Nature Of	Effec	tive Date		tion Necessary By
Appointments	Personnel Change			A	ppointing Officer
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	Non-Competitive Class			Attach A	oplication
	Exempt Class				his Form Only
	Labor Class			Attach A	pplication
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Terminations	Retirement	1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Give Effe	ective Date
	Deceased			Indicate I	Date
	Removal			Attach Co	opy of Proceedings
	Layoff (lack of work or funds)	<u> </u>		Give Fac	ts Under Remarks
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Other Changes	Other Leave of Absence	From	To	Give Fac	ts Under Remarks
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	Demotion	<del> </del>		Give Fac	ts Under Remarks
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	Reinstatement	<del>                                     </del>		Give Fac	ets Under Remarks
	Change in Classification			Give Fac	ts Under Remarks
	New Position			Submit F	Form
	Change in Salary			Indicate	New Salary
	Change in Name			Give Fac	ets Under Remarks
i ·				Give Fac	ets Under Remarks
Remarks:	L] Other		ME	CHANICVI	LLE CN/II
					MMISSION
Appointing Officer:	Jodi A. Birch		ken.		WED
Title: Business Ma	nager				VED
Address: 25 Kniske	ern Ave. Mechanicville, N	Y 12118	DATE	216	23 p
Certificate valid unt	il:			·	Dates- Lindlinari
This cer	tifies that the above employment is in Subject to any limi	accordance tation or cont	with Law and I dition specified	Rules made in above.	pursuance to Law.
By:	a Ridal				Date: 167367
1 / Les	CHUICK				<del></del>



Hi Deb unfortunately Thursday was my last day of employment at your kitchen. I will make arrangements to hand in extra aprons I was given .Thank you .

I'm very sorry to hear that vera. Do you feel you cannot do the job? You're a great person with much potential and our students like having you here. I'm HONESO KOTANTES









Name of Employee:	ast Employee In Position :		Village Or District 🗸
Name of Employee:	ast Employee In Position :		
Name of Employee:			
E			•
			Social Security Number:
Add	Briana Bowen		Social Security Number:
	المارين الماري		
Title of Position: Tax			
Non-Veteran 🗸			Salary:
Appointments		Veteran Exc	empt Voluntecr Firefighter [
- Appointments	Check Nature Of	Effective Date	Action Necessary By
	Personnel Change		Appointing Officer
	Permanent		Return Report of Certification
	Provisional		Attach Application
	Temporary	From To	State Length of Employment
	For Term of Office	From To	Give Facts Under Remarks
	Permanent Promotion		Return Report of Certification
	Provisional Promotion Non-Competitive Class		Attach Nomination
	Exempt Class		Attach Application
}	Labor Class		Submit This Form Only
Terminations	X Resignation		Attach Application
	Retirement	02/10/2023	Submit Signed Resignation
	Deceased		Give Effective Date
ļ	Removal		Indicate Date
	Layoff (lack of work or funds)		Attach Copy of Proceedings
Other Changes	Military Leave of Absence		Give Facts Under Remarks
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	Reinstatement		Give Facts Under Remarks  Give Facts Under Remarks
	☐ Change in Classification		Give Facts Under Remarks Give Facts Under Remarks
	☐ New Position		Submit Form
	☐ Change in Salary		Indicate New Salary
	Change in Name		Give Facts Under Remarks
emarks:	☐ Other		Give Facts Under Remarks

January 12, 2023 Briana Bowen

Tax Collector & Deputy Treasurer

Mechanicville City School District

Dear Jodi Birch,

I would like to notify you that I am resigning from my position as Tax Collector, Deputy Treasurer & Student Activity Treasurer for Mechanicville City School District effective Friday, February 10, 2023. I am resigning because the job is not a good fit for me.

I am grateful for the opportunity and if there is anything I can do to make this transition go smoothly, please let me know.

Thank You.

Sincerely,

Briana Bowen

MECHANICVILLE CIVIL SERVICE COMMISSION RECEIVED

From: City	County [	Town 🗌		Village Or Di	strict 🔽
Department:					
	st Employee In Position :				
Name of Employee:	ucas Castillo			Social Securi	ty Number:
Address.	., MGONALIOVIIIO,	-			
Title of Position: Clea	ner			S	Salary:
Non-Veteran	Veteran Disabled V	eteran	Exem	pt Volunteer I	Firefighter 🔲
Appointments	Check Nature Of	<del></del>	ctive Date		ction Necessary By
11ppv12umumum	Personnel Change		••••••••••••••••••••••••••••••••••••••		Appointing Officer
		444400			Leport of Certification
	Permanent	1/11/23			application
	Provisional	Ename	To		ngth of Employment
	Temporary	From	To		ets Under Remarks
	For Term of Office	From	10		Report of Certification
	Permanent Promotion				Vomination
	Provisional Promotion				Application
	Non-Competitive Class				This Form Only
	Exempt Class	ļ			Application
	✓ Labor Class				Signed Resignation
Terminations	Resignation				fective Date
	Retirement			Indicate	
	Deceased				Copy of Proceedings
	Removal				cts Under Remarks
	Layoff (lack of work or funds)	<u> </u>			cts Under Remarks
Other Changes	Military Leave of Absence	-			cts Under Remarks
	Other Leave of Absence	From	То		
	Transfer				cts Under Remarks
	☐ Demotion	'			cts Under Remarks
	Suspension				cts Under Remarks
· .	Reinstatement				cts Under Remarks
	Change in Classification				cts Under Remarks
	New Position			Submit	
	Change in Salary		`		New Salary
	Change in Name	ļ			cts Under Remarks
	Other			Give Fa	cts Under Remarks
Remarks:			24	-	
Appointing Officer:	lodi A. Birch			MECH	ANICVILLE CIVII
Title: Business Mar	nager			SERVIC	E COMMISSION
Address: 25 Kniske	rn Ave. Mechanicville, N	Y 12118		FIE	CEIVED
Certificate valid unti	l:		D.	ATE	Date: 2/6/23
This certi	fies that the above employment is in Subject to any limit	accordance	with Law and R	Rules made in	pursuance is Law.
By:	~ ^	unon or com	specijica		Date: - // /
By: (The Contract of the Contr	2 Birel				46/23

From: City	County	Town 🗌		Village Or District 🗸
Department:				
Name And Title of Las	st Employee In Position:			
Name of Employee:	Kimberly Dunn			Social Security Number:
Address:	_			
Title of Position: Adm	istrative Secretary			Salary:
Non-Veteran 🗸	Veteran Disabled V	eteran 🔲	Exem	npt Volunteer Firefighter
Appointments	Check Nature Of Personnel Change	Effe	ctive Date	Action Necessary By Appointing Officer
	•			Return Report of Certification
	X Permanent	12/7/2022		Attach Application
	Provisional	E	To	State Length of Employment
	Temporary	From	To	Give Facts Under Remarks
	For Term of Office Permanent Promotion	From	10	Return Report of Certification
	Provisional Promotion			Attach Nomination
		<u> </u>		Attach Application
	Non-Competitive Class Exempt Class			Submit This Form Only
	Labor Class			Attach Application
The section of the se	Resignation			Submit Signed Resignation
Terminations	Retirement			Give Effective Date
	Deceased	<u> </u>		Indicate Date
	Removal			Attach Copy of Proceedings
	Layoff (lack of work or funds)			Give Facts Under Remarks
Other Changes	Military Leave of Absence	<u> </u>		Give Facts Under Remarks
Other Changes	Other Leave of Absence	From	То	Give Facts Under Remarks
	Transfer	110111		Give Facts Under Remarks
	Demotion			Give Facts Under Remarks
	Suspension			Give Facts Under Remarks
	Reinstatement			Give Facts Under Remarks
	Change in Classification	<del> </del>		Give Facts Under Remarks
	New Position			Submit Form
	Change in Salary			Indicate New Salary
	Change in Name			Give Facts Under Remarks
	Other			Give Facts Under Remarks
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Appointing Officer:	lodi A. Dirah			SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECULIARIOS OF THE SECURIARIOS O
Title: Business Mar				MECEIVED
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Address: 25 Kniske	rn Ave. Mechanicville, N	/ 12118		I Date:
Certificate valid until				Date:
This certi	fies that the above employment is in Subject to any limit	accordance vation or cond	with Law and l lition specified	Rules made in pursuance to Law, above.
By Totle C	BISEL			Date: 2/6/23

From: Cit	y 🗌 County 🔲	Town 🔲		Village Or District 🗸
Department:				, mage of Bistret (g)
Name And Title of ]	Last Employee In Position:			
Name of Employee:	Misty Forhan			Social Security Number:
Address.	-	•		
	od Service Worker			Salary: \$14,20/hr
Non-Veteran 🗸	Veteran Disabled V	Veteran 🔲	Exem	pt Volunteer Firefighter
Appointments	Check Nature Of	Effe	ctive Date	Action Necessary By
	Personnel Change		,	Appointing Officer
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	Provisional	<del> </del>		Return Report of Certification
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	For Term of Office		To	State Length of Employment
	Permanent Promotion	From	То	Give Facts Under Remarks
	Provisional Promotion			Return Report of Certification
	Non-Competitive Class	ļ		Attach Nomination
	Exempt Class			Attach Application
	X Labor Class	0/0/00		Submit This Form Only
Terminations	Resignation	2/3/23		Attach Application
1 CI MINATIONS	Retirement			Submit Signed Resignation
	Deceased			Give Effective Date
	Removal			Indicate Date
	Layoff (lack of work or funds)			Attach Copy of Proceedings
Other Changes	Military Leave of Absence			Give Facts Under Remarks
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	Suspension			Give Facts Under Remarks
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	Change in Classification			Give Facts Under Remarks
	New Position			Give Facts Under Remarks
	Change in Salary			Submit Form
	Change in Name			Indicate New Salary
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101141			ME SE	ECHANICVILLE CIVIL RVICE COMMISSION
Appointing Officer:	Jodi A. Birch			ECENTO
Title: Business Mai			. #-1	FIVED
<sup>Address:</sup> 25 Kniske	ern Ave. Mechanicville, NY	12118	- DATE	216 123
Certificate valid unti	l:			K-Lindemann Date:
This cert	ifies that the above employment is in a			les made in pursuance to Law.
	Subject to any limita	tion or condi	tion specified at	bove.
Chale C	Birce			Date: 2/6/23

	ty 🗌 County 🗌	Town	Village Or District
Department:			
Name And Title of	Last Employee In Position:		
Name of Employee			
	Karen Higgins		Social Security Number
Α			
Title of Position: Ty	pist		
Non-Veteran 🗸		37.	Salary:
Appointments	Check Nature Of	Veteran Exer	mpt Volunteer Firefighter 🗌
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	☐ Provisional Promotion		Return Report of Certification
	☐ Non-Competitive Class		Attach Nomination
	Exempt Class		Attach Application
	Labor Class		Submit This Form Only
Terminations	X Resignation	2/2/02	Attach Application
	Retirement	2/2/23	Submit Signed Resignation
	Deceased		Give Effective Date
	Removal		Indicate Date
	Layoff (lack of work or funds)		Attach Copy of Proceedings
ther Changes	Military Leave of Absence		Give Facts Under Remarks
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	New Position		Submit Form
	Change in Salary		Indicate New Salary
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•		71 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	CHANICVILLE CIVIL
pointing Officer: J	odi A. Birch	A CANA	VICE COMMISSION
<sup>le:</sup> Business Man	ager		ECEIVED.
dress: 25 Knisker	n Ave	JATE	2/6/23 L. Tendeman
rtificate valid until:	n Ave. Mechanicville, NY	12118	
			Date:
Jane Certage	ies that the above employment is in ac Subject to any limitati	ccordance with Law and Ru ion or condition specified al	les made in pursuance to Law.
Acros (	) /)	пресуление	Date:
MOCLE CI	Birek		Dail. 2 ///>

January 25, 2023

Mr. Michael Mitchell Principal Mechanicville High School 25 Kniskern Avenue Mechanicville, NY 12118

Dear Mr. Mitchell:

Please accept this as my letter of resignation from my position as Typist as of February 2, 2023. This resignation is in anticipation of my Administrative Secretary position appointment as of February 3, 2023.

Thank you for your consideration.

Sincerely,

Karen L. Higgins

MECHANICVILLE CIVIL SERVICE COMMISSION RECEIVED

T- 0''			
From: City  Department:	County	Town 🗌	Village Or District
		_	
	ast Employee In Position:		
Name of Employee:	Karen Higgins		Social Security Number:
Adc			
Title of Position: Adr	nistrative Secretary		Salary: \$21.86/hr
Non-Veteran 🗸	Veteran Disabled	Veteran 🗀 🕒	
Appointments	Check Nature Of		empt Volunteer Firefighter
		Effective Date	1
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	X Permanent	2/3/23	Return Report of Certification
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	For Term of Office	From To	Give Facts Under Remarks
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	Non-Competitive Class		
	Exempt Class		Attach Application
	Labor Class		Submit This Form Only
Terminations	Resignation		Attach Application
	Retirement		Submit Signed Resignation
	Deceased		Give Effective Date
	Removal		Indicate Date
	Layoff (lack of work or funds)		Attach Copy of Proceedings
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	Suspension		Give Facts Under Remarks
	Reinstatement		Give Facts Under Remarks
	Change in Classification		Give Facts Under Remarks
	New Position		Submit Form
}	Change in Salary		Indicate New Salary
	Change in Name		Give Facts Under Remarks
	Other		Give Facts Under Remarks
Remarks:		•	
•			
Appointing Officer: J	odi A Riroh	The state of the s	MECHANICVILLE CIVIL
		S	ERVICE COMMISSION
Title: Business Mana	ager	P	DE PERIOD
Address: 25 Knisker	n Ave. Mechanicville, NY	12118	TEUEIVED.
Certificate valid until:		NACT.	Date: Linderman
This certifi	ies that the above employment is in a	ccordance with Law and I	Rules made in pursuance to Law.
By: /)	Subject to any limital	tion or condition specified	
Kolo	aperel.		Date: 16/23

			17:112 O D'-4	-int [7]
From: City [	County	Town 🗌	Village Or Dist	uct 🔨
Department:				
Name And Title of Las	t Employee In Position:			
			0-2-10	Number
Name of Employee:	Sydney Leonard		Social Security	Maniper.
	7,4.10,7 2001.4.4			
Address:				
Title of Position: Adm			Sa	lary:
	Veteran Disabled V	eteran 🗍	Exempt Volunteer Fi	refighter
Non-Veteran 🗸		Effective D		tion Necessary By
Appointments	Check Nature Of	Effective D		ppointing Officer
	Personnel Change			• •
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	☐ Provisional Promotion		Attach No	
	☐ Non-Competitive Class		Attach Ar	
,	☐ Exempt Class			nis Form Only
	☐ Labor Class		Attach Ap	*
Terminations	X Resignation	2/12/2023		gned Resignation
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Remarks:				
Kemai ks.			Anmourant	
				CVILLE CIVIL
Appointing Officer:	Jodi A. Birch		SERVICE	COMMISSION
Title: Business Mar	nager		REC	EIVED
Address: 25 Kniske	rn Ave. Mechanicville, N	Y 12118	DATE 21	6/23 L. Lindeman
Certificate valid unti				Date:
This cert	ifies that the above employment is in	accordance with La	w and Rules made in	pursuance to Law.
/1	Subject to any limit	tation or condition sp	ecified above.	
By:	1820 D			Date: 2/6/13
1	11/1/1/1/20			1916

January 19, 2023

Dear Jodi Birch,

I am resigning from my position of Administrative Secretary effective February 12, 2023 to accept the position of Tax Collector effective February 13, 2023.

Sincerely,

Sydney Leonard

John Charles C

MECHANICVILLE CIVIL SERVICE COMMISSION RECEIVED

	<del></del>			
	y 🗌 County 🔲	Town 🗌		Village Or District 🔽
Department:				:
Name And Title of I	ast Employee In Position:			
Name of Employee:	Sydney Leonard	M		Social Security Number:
Address				
Title of Position: Tax	x Collector			
Non-Veteran 🗸		V		Salary: \$38,691/yr
Appointments		Veteran 🗌	Exem	pt Volunteer Firefighter 🔲
	Check Nature Of Personnel Change	Effecti	ve Date	Action Necessary By
	Permanent			Appointing Officer
	Provisional			Return Report of Certification
	Temporary	P		Attach Application
	For Term of Office		То	State Length of Employment
	Permanent Promotion	From	То	Give Facts Under Remarks
	Provisional Promotion	ļ		Return Report of Certification
	Non-Competitive Class	<b> </b>		Attach Nomination
	Exempt Class	-		Attach Application
	Labor Class	02/13/2023		Submit This Form Only
Terminations	Resignation			Attach Application
ei minations	Retirement			Submit Signed Resignation
	Deceased			Give Effective Date
	Removal			Indicate Date
				Attach Copy of Proceedings
Other Changes	Layoff (lack of work or funds)			Give Facts Under Remarks
other Changes	Military Leave of Absence			Give Facts Under Remarks
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	Demotion			Give Facts Under Remarks
	Suspension			Give Facts Under Remarks
	Reinstatement			Give Facts Under Remarks
	Change in Classification			Give Facts Under Remarks
	New Position			Submit Form
	Change in Salary			Indicate New Salary
	Change in Name			Give Facts Under Remarks
	☐ Other			Give Facts Under Remarks
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				MECHANION
ppointing Officer: J	odi A. Birch		c	MECHANICVILLE CIVIL
<sup>tle:</sup> Business Man				SERVICE COMMISSION
ddrees:	aycı			RECEIVED
<sup>ddress:</sup> 25 Knisker	n Ave. Mechanicville, NY	12118		OFIAED
ertificate valid until:		12110	DATE	- 2/14/23 K Lad
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From: City	County	Town 🗌		Village Or D	istrict 🔽
Department:				, , , , , , , , , , , , , , , , , , ,	
Name And Title of La	st Employee In Position:				
Name of Employee:	osephine Pisculli			Social Secur	ity Number:
Address.					
Title of Position: Sr. 7	Typist Typist				Salary:
Non-Veteran 🗸	Veteran Disabled V	eteran 🗍	Exem		Firefighter
Appointments	Check Nature Of		tive Date		Action Necessary By
	Personnel Change	Enec	HVE DAIC		Appointing Officer
	Permanent				Report of Certification
	Provisional				Application
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	For Term of Office	From	То		cts Under Remarks
	Permanent Promotion				Report of Certification
	Provisional Promotion				Nomination
	Non-Competitive Class				Application
	Exempt Class Labor Class				This Form Only
m : .:			<u> </u>		Application
Terminations	X Resignation     Retirement	2/2/23			Signed Resignation
	Deceased	<u></u>			fective Date
				Indicate	
	Removal				Copy of Proceedings
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Remarks:	Other			Olvera	cts Order Remarks
			MEC		LLE CIVIL MMISSION
Appointing Officer: J	odi A. Birch				
Title: Business Man	ager				VED
Address: 25 Knisker	n Ave. Mechanicville, NY	′ 12118	DATE	2/6	123 L. Lindensen
Certificate valid until:	,				Date:
This certif	ies that the above employment is in a Subject to any limita				pursuance to Law.
By: Size C	Busci		F 9 10 4 W		Date: 2/6/2 2



# Mechanicville City School District

Mechanicville Elementary School 25 Kniskern Avenue Mechanicville, NY 12118 Phone: (518) 664-7336

Principal-Donald J. Dieckmann, Jr.

January 25, 2023

To the Administrators and Board of Education of the Mechanicville City School District:

Please accept this letter of resignation as Senior Typist in the Mechanicville City School District effective February 2, 2023, in hopeful anticipation of appointment as Administrative Secretary to Building Principal (Elementary) effective February 3, 2023.

Thank you,

Jo Pisculli



From: City	☐ County ☐	Town 🗌	Vi	illage Or District 🛛
Department:				
Name And Title of L	ast Employee In Position:			
Name of Employee:	Josephine Pisculli		So	ocial Security Number:
Address	.,			
Title of Position: Adr	nistrative Secretary			Salary: \$21.71/hr
Non-Veteran 🗸	Veteran Disabled \	/eteran 🗍	Exempt	Volunteer Firefighter
Appointments	Check Nature Of	Effective		Action Necessary By
••	Personnel Change	Linectiv	e Date	Appointing Officer
	X Permanent	2/3/23		Return Report of Certification
	Provisional			Attach Application
	☐ Temporary	From To	0	State Length of Employment
	For Term of Office	From To		Give Facts Under Remarks
	Permanent Promotion			Return Report of Certification
	Provisional Promotion			Attach Nomination
	☐ Non-Competitive Class			Attach Application
	Exempt Class			Submit This Form Only
	Labor Class			Attach Application
Terminations	Resignation			Submit Signed Resignation
	Retirement			Give Effective Date
	Deceased			Indicate Date
	Removal			Attach Copy of Proceedings
	Layoff (lack of work or funds)			Give Facts Under Remarks
Other Changes	Military Leave of Absence			Give Facts Under Remarks
J	Other Leave of Absence	From To		Give Facts Under Remarks
	Transfer			Give Facts Under Remarks
	Demotion			Give Facts Under Remarks
	Suspension			Give Facts Under Remarks
	Reinstatement			Give Facts Under Remarks
	Change in Classification			Give Facts Under Remarks
	New Position			Submit Form
	☐ Change in Salary			Indicate New Salary
	☐ Change in Name			Give Facts Under Remarks
	Other	·		Give Facts Under Remarks
Remarks:		<u> </u>		The state of the s
			ME	CHANICVILLE CIVIL
Appointing Officer: J	odi A. Birch		SEI	RVICE COMMISSION
<sup>Title:</sup> Business Man	ager		A	ECFIVED
Address: 25 Kniske	rn Ave. Mechanicville, NY	12118	DATE	2/6/23
Certificate valid until	:			Date: R- Lindemann
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	Subject to any limita	tion or condition s	specified abo	
By: Sole (	Berel			Date: 2/6/2.3

- C' [		т П	Village Or District 🗸
From: City [	County	Town V	Illage Of District M
Department:			
	t Employee In Position:		
Name of Employee:	tacev Rorick	5	Social Security Number:
	lacey Norick		
Address:			ĺ
Title of Position: Food	Service Worker		Salary:
Non-Veteran 🗸	Veteran Disabled V	eteran 🗌 Exemp	t Volunteer Firefighter 🔲
Appointments	Check Nature Of	Effective Date	Action Necessary By
11pp out	Personnel Change		Appointing Officer
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	Permanent		Attach Application
	Provisional	From To	State Length of Employment
	Temporary		Give Facts Under Remarks
•	For Term of Office	From To	Return Report of Certification
	Permanent Promotion		Attach Nomination
	Provisional Promotion		Attach Application
	Non-Competitive Class		Submit This Form Only
	Exempt Class		Attach Application
	Labor Class	0/00/00	Submit Signed Resignation
Terminations	X Resignation	2/28/23	Give Effective Date
	Retirement		Indicate Date
	Deceased		Attach Copy of Proceedings
	Removal		Give Facts Under Remarks
	Layoff (lack of work or funds)		Give Facts Under Remarks
Other Changes	Military Leave of Absence		Give Facts Under Remarks
	Other Leave of Absence	From To	Give Facts Under Remarks
	Transfer		Give Facts Under Remarks
	Demotion		Give Facts Under Remarks
	Suspension		Give Facts Under Remarks
4	Reinstatement		Give Facts Under Remarks
	Change in Classification		Submit Form
	New Position		Indicate New Salary
	Change in Salary		Give Facts Under Remarks
	Change in Name		Give Facts Under Remarks
	☐ Other	1.	Give Facts Olider Remarks
Remarks:			
			#ALIAHAMI FAMI
Appointing Officer:	lodi A. Birch	ŠĮ	ECHANICVILLE CIVIL ENVICE COMMISSION
Title: Business Mar	nager		FCFIVED
Address: 25 Kniske	rn Ave. Mechanicville, N	Y 12118	2/6/23 R. Lindeman
Certificate valid unti	I:		Date
This certi	fies that the above employment is in Subject to any limit	accordance with Law and Ration or condition specified a	ules made in pursuance to Law. bove.
By: //			Date: - /
Kroli (	a Buri		2/6/23

Lendoring my resignation as trong	T'm writing to inform you that as of January 31, 2023 I'm tendering my resignation as tood service worker. With my last da being February 28, 2023.  Thank Joy, Stacey parick tracky that the service commences are serviced to the service commences and the service commences are serviced to the service commences are serviced to the service commences are serviced to the service commences are serviced to the service commences are serviced to the service commences are serviced to the service commences are serviced to the servic	T'm writing to inform you that as of January 31, 2023 I'm tendering my resignation as took service worker. With my last da being February 28, 2023.  Thank Jon, Stacey horick tracy January 38, 2023.	
that as of January 31, 2028 In tendering my resignation as toog service worker with my last da	Hendering my resignation as two service worker. With my last da being February 28, 2023.  Thank Jon, Stacey Rovick Stacey Rovick Stacey Rovick Stacey Rovick	That as of January 31, 2023 I'm  Hendering my resignation as two service worker with my last da being February 28, 2023.  Thank Jou Stacey horick  Abacty full  MECHANICVILLÉ CIVIL SERVICE COMMISSION  RECEIVED	 To whom it may concern:
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	MECHANICVILLE CIVIL SERVICE COMMISSION  HECEVED	HECEIVED	Thank Jou, Staceghorick Staceghorick
	MECHANICVILLE CIVIL SERVICE COMMISSION	HECEIVED	

Report All Personnel Changes On This Form.

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	ty 🖟 County 🗌	Town 🗌	Village Or District
Department:	1		, mago of District
L VIT	Chancule District	Public Library	·
Name And Title of	Last Employee In Position:		
21 072 1			•
Name of Employee	· Josephine Pisci		Social Security Number:
Addres	2020 ANNE 112CO	<u>U1,                                     </u>	
Addies	3 0. <b>76</b> 8 94 -	. A	
Title of Position:	Cherk		77
Non-Veteran		T	Salary: € 14.00 per hr.
Appointments		Veteran Exer	
Appointments	Check Nature Of	Effective Date	Action Necessary By
	Personnel Change		Appointing Officer
	Permanent		Return Report of Certification
	Provisional		Attach Application
	Temporary	From To	State Length of Employment
	For Term of Office	From To	Give Facts Under Remarks
•	Permanent Promotion		Return Report of Certification
	Provisional Promotion		Attach Nomination
	Non-Competitive Class		Attach Application
	Exempt Class		Submit This Form Only
m	Labor Class		Attach Application
Terminations	Resignation	32823	Submit Signed Resignation
	Retirement		Give Effective Date
	Deceased Removal		Indicate Date
			Attach Copy of Proceedings
Other Changes	Layoff (lack of work or funds)  Military Leave of Absence		Give Facts Under Remarks
Other Changes	Other Leave of Absence	Trees	Give Facts Under Remarks
	Transfer	From To	Give Facts Under Remarks
	Demotion		Give Facts Under Remarks
	Suspension	· · · · · · · · · · · · · · · · · · ·	Give Facts Under Remarks
•	Reinstatement		Give Facts Under Remarks
	Change in Classification		Give Facts Under Remarks
	New Position		Give Facts Under Remarks
,	Change in Salary	· ·	Submit Form
•	Change in Name	·	Indicate New Salary
	Other		Give Facts Under Remarks Give Facts Under Remarks
Remarks:	71-74 - 6		Give Pacis Offder Remarks
<b>{</b>			
appointing Officer:	D 1. A	· · · · · · · · · · · · · · · · · · ·	
	Michelle Duell		
itle: Directo			
ddress:	Main St. Mechanie	- II AII DIG	
ertificate valid until:	FLORI OF POPOLICEIVE	will my ithis	Date:
This coviit	ies that the above conforment in in-	agoudana will Y	· · · · · · · · · · · · · · · · · · ·
1.1.5 ceruj	ies that the above employment is in a Subject to any limitat	ccordance with Law and Rul ion or condition specified abo	es made in pursuance to Law. ove.
y: Malul	le L VIIII		Date: 2   17   23
- Howard	" WWW	· · · · · · · · · · · · · · · · · · ·	ν- · · · · · · · · · · · · · · · · · · ·
			MECHANICYILLE CIVIL

MECHANICVILLE CIVIL SERVICE COMMISSION RECEIVED

DATE 2 17 23

R Lindender

Ms. Michelle Duell Director, Mechanicville Public Library 190 North Main St Mechanicville, NY 12118

Dear Michelle,

Please accept this letter as notice of resignation of my position as clerk at the Mechanicville Public Library due to health reasons. My last day with the library will be Tuesday, 2/28/23, at the end of my shift.

I appreciate the opportunity given to me to work here the past few years. I have very much enjoyed and valued my time at the library; this was not an easy decision.

I thank you and all my co-workers for all that I have experienced and learned during my time with the library.

Sincerely,

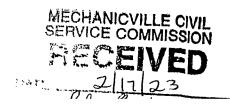
Jo Pisculli

MECHANICVILLE CIVIL SERVICE COMMISSION FECEIVED

DATE

R. Lindemann

		rsonnel Changes On This F	orm.
From: City	County To	wn 🗌 Village Or Di	strict
Department:	lechanicille Distric	of Dioble 1 11 100	
Name And Title	of Last Employee In Position:	a rublic Fibra	J. H.
Name of Emplo	Melissa Wallace	l So	ocial Security Number:
Addres	- 1 01 1 10 1	es la fick	
Title of Position	Senior Library Cler Veteran Disable	\ \	Salary B. C. Der W.
Non-Veteran	Veteran ☐ Disabl	led Veteran Exempt V	olunteer Firefighter 🔲
Appointments	Check Nature Of	Effective Date	Action Necessary By
Appointments	Personnel Change	Exicense pare	Appointing Officer
	Permanent		Return Report of Certification
	☐ Provisional		Attach Application
	Тетрогагу	From To	State Length of Employment
	Substitute	From To	Give Facts Under Remarks
	For Term of Office	From To	Give Facts Under Remarks
	Permanent Promotion		Return Report of Certification
	Provisional Promotion .		Attach Nomination
	☐ Non-Competitive Class		Attach Application
	☐ Exempt Class		Submit This Form Only
	☐ Labor Class		Attach Application
Terminations	Resignation		Submit Signed Resignation
	□ Retirement	3-31-23	Give Effective Date
	☐ Deceased		Indicate Date
	☐ Removal		Attach Copy of Proceedings
j	Layoff (lack of work or funds)		Give Facts Under Remarks
Other	Military Leave of Absence		Give Facts Under Remarks
Changes	Other Leave of Absence	From To	Give Facts Under Remarks
J	☐ Transfer		Give Facts Under Remarks
	☐ Demotion		Give Facts Under Remarks
Ī	☐ Suspension		Give Facts Under Remarks
Ī	Reinstatement		Give Facts Under Remarks
Ī	Change in Classification		Give Facts Under Remarks
	New Position		Submit Form
	Change in Salary	•	Indicate New Salary
	☐ Change in Name		Give Facts Under Remarks
	Other		Give Facts Under Remarks
Remarks:			
Appointing Office	er: Michalle Dua	ll	
Title: Libra	ry Manager		
Address:	lain St. Mechanic	volle NY 1211R	
Certificate valid		,	Date: 2-11-23
This cer	tifies that the above employment is i. Subject to any limi	n accordance with Law and Rui itation or condition specified ab	
Ву:			Date:



Melissa Wallace 103 East St Mechanicville, NY 12118

February 17, 2023

Michelle Duell Director Mechanicville District Public Library 190 North Main St Mechanicville, NY 12118

Dear Michelle:

It is with great sadness that I submit my resignation. The last 19 years at the Mechanicville District Public Library have been wonderful. However, after all these years, it is time for me to retire. I am looking forward to traveling, camping and most importantly spending time with my family. My last day at the Mechanicville District Public Library will be March 31<sup>st</sup> at the end of my shift.

I wish the library and all its employees much success in the coming years.

Melissa Wallace

Sincerely,

Melissa Wallace

Senior Clerk



# 2022

# ANNUAL REPORT TO THE NEW YORK STATE CIVIL SERVICE COMMISSION

Reporting Agency: CITY OF MECHANICVILLE

# 1. AGENCY STAFF

A. Commissioners or Personnel Officer			
Name and Address	Title	Annual	Term
Lindemann, Rose Ann	SECRETARY TO THE COMMISSION	\$5,143.00	N/A
E-Mail: rose.lindemann@mechanicvilleny.gov			
Peluso, Donna	COMMISSIONER	\$808.00	5/31/2024
E-Mail: mamoon49@icloud.com			
Robens, Dawnmarie	COMMISSION CHAIRPERSON	\$6,482.00	5/31/2022
E-Mail: dawnmarie.robens@mechanicvilleny.gov			
Thompson, James	COMMISSIONER	\$808.00	5/31/2026
** *** **** **** **** ***** ***** *****			
B. Agency Employees			
Name Ti	Title	Annual Salary	Civil Service Hrs

# C. Hours and Access

# Agency Mailing Address:

4 Industrial Park Road

Mechanicville, NY 12118

Mon 9:00am 11:30 Tue Wed Ī 9:00am 11:30 Fi

Home Page: www.mechanicvilleny.gov/civil-service-commission

Work Phone: (518) 664-9884 (518) 664-2245 Ext: 337 m X

D. Contact Staff

Name Functional Area Telephone E-Mail

# 2. COMMISSION MEETINGS

Number of meetings held during calendar year 2022

Regular: 12

# 3. AGENCY FINANCES

Special: 1

# a. Personnel: Expenditures 2022

b. All other:

\$23,187 Appropriations 2023

\$13,482

\$0

b. All other:

a. Personnel:

\$9,705

0\$

8

# All Agencies:

Expenditure used for Merit System Administration

\$23,187

# Cities Only:

Reimbursed Amt by School District

\$14,144

# 4. EMPLOYEES

Total	SPECIAL	HOUSING	CITY	BOARD	Civil s
	AL	NG			County or Town/City Civil Service Agency
161	9	6	48	98	Total No of Class Positions
42	7	3	14	18	Total No of Comp. Positions
32	5	2	12	13	Perm
10	2	_	2	51	Competitive Prov
0	0	0	0	0	Temp
71		0	18	52	Non - Competiti Section 42 Section
0	0	0	0	0	Competitive Section 55-a
12	0		11	0	Exempt
36		2	បា	28	Labor

# 5. PROVISIONAL APPOINTMENTS

Name	Title	Dept/Agency	Appt Date	Exam Rq Dt
Cooper, Kenneth	Engagement Coordinator	School	9/6/2022	9/9/2022
Garland, Martin	Superintendent of Streets and Sewers	City	12/3/2021	5/10/2022
Gidley, Brian	Director of Information Technology	School	8/3/2022	8/3/2022
Jackson, Ambria	Library Clerk	Library	11/23/2022	1/27/2023
Kuzmich, Elizabeth	Librarian 1	Library	1/19/2022	
Leonard, Sydney	Administrative Secretary	School	1/15/2021	2/7/2021
McClements, Jacqueline	Occupancy Specialist	Housing Authority	8/2/2021	9/10/2021
Petrie, David	Safety Liaison	School	9/6/2022	10/26/2022
Warren, Meghan	Chief Information Officer	School	2/8/2021	1/15/2021
Woodard, Kyle	Code Enforcement Officer	City	9/14/2022	10/26/2022

# 10 Provisional Appointments

# 6. TEMPORARY APPOINTMENTS

Title
Dept/Agency
Appt Dt
Duration
List
List Reason

# 7. POSITION CLASSIFICATION

Department/Agency	No of Positions Classified	No of Spec. Adopted	Survey Adoption Date
Mechanicville CSD	1		7/6/2022
School	2	2	8/3/2022
8. RULE APPENDICE			
	No of Position	ition	Status
Title Dept/Agency	Positions Filled Date	Date Public Hearing Dt	Resolution Submit Dt

9. EXAMINATIONS

A. Examinations not prepared and rated by NYS Dept of Civil Service

Title of Exam	
. 7	
Type E	
Exam Date List Date	
List Date	
Apps	N N
Exmd F	ĕ
Pssd	N
Apptd Prep By	N 0
rep By	
Rated By	
Form of Exam	

Report Year: 2022

# B. Decentralized Exam Conducted under the NYS Dept of Civil Service

OC 9/17/2022 N 12/21/2022 W 26 25 0 25
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# 10. ACTIVITY NAME

# 11. CONSULTANT

Project Name	12. PROJECT	Activity
Project Type		Name
		Amount

# 12.

Secretary Lindemann and Chairperson Robens completed the Civil Service Institute online training.

Other

Civil Service Institute Training Completed

# 13. PLANS

# Major Issues

We have had issues with the School District and City of Mechanicville not sending us 426A's in a timely manner.

# Projects/Goals

- 1) Continue to train our appointing authorities on the Civil Service rules to stay in compliance.
- 2) Work on updating our Police Officer Physical Agility Screening retest policy.
- 3) Be proactive in ordering examinations before current Eligible Lists expire.

2/14/23

Chairperson or Personnel Officer

aunmarie Robers

Signed:

M Fluss Commissioner

rudemann

Commissioner

Secretary to the Commissioner

**Electronic Submission Date:** 

Submitted by: , ()

### LIBRARIAN 1

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: The work involves responsibility for basic level librarian duties. Employees in this class are expected to perform specific applications of professional duties under the general supervision of other professional Librarians. Supervision may be exercised over Library Assistants, Clerks, Pages and Volunteers. Performs related work a required.

## TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides reference and reader's advisory services and instruction to library users; Performs original cataloging and classification and record editing;

Performs collection development by recommending titles for purchase and/or deletion; Plans and implements library programs for adults or children;

Compiles bibliographies and functions as subject specialist;

Performs on-line database searches and search training;

Serves as a liaison for library services to community groups or other libraries;

Supervises the work of volunteer personnel in assigned tasks; keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of library science; good knowledge of online database systems;

Good knowledge of bibliographic tools and sources;

Good knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist;

Good knowledge of modern library organizations, procedures, policies, aims and services; skill and accuracy in the performance of technical library tasks; ability to perform as a team member in the planning and implementation of automation or other library programs;

Ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly;

Ability to carry out library policies and procedures;

Ability to read and comprehend library literature and research;

Ability to express ideas clearly and effectively both orally and in writing to groups and individuals;

Ability to plan, coordinate, and supervise the work of others; tact and courtesy in dealing with staff and public.

## **MINIMUM QUALIFICATIONS:**

Master's Degree in Library Science from a regionally accredited college or university or one accredited by the New Yorik State Board of Regents to grant degrees.

**SPECIAL REQUIREMENT**: Eligibility for a New York State Public Librarian's professional certificate at time of application; possession of certificate at time of appointment.