

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE  
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:**

**LIBRARY MANAGER**

EXAMINATION NO: 88709  
EXAM DATE: June 1 – 30, 2024

Serves as head of a library serving a population below 2,500.\* The work involves the responsibility of all library functions and administrative tasks. The work involves carrying out library policy as determined by the library board and standard practice. Also works with Southern Adirondack Library System (SALS) in planning and implementing library services. Direct supervision is exercised over other library personnel. Performs related work as required/assigned by board.

**Minimum Qualifications:**

Graduation from High School or possession of a high school equivalency diploma.

**\*Note:**

For populations below 2,500 the regulations do not specify a requirement. The qualifications for directors of libraries serving populations between 2,500 and 7,499 do not require a professional library degree. Requirements are listed in Commissioners Regulations 90.8.

As published in New York Library Association Typical Class Specifications for Civil Service Positions in Public Libraries., 1994

**Proof of minimum qualifications are required at the time of application.**

Upon approval of application, a Training and Experience Questionnaire must be completed. Approved candidates will receive directions for accessing the on-line Training and Experience portion of the examination and advising them of the deadline for submitting the on-line Training and Experience Questionnaire. Submission of the Training and Experience Questionnaire after the deadline will result in disqualification.

For more information or an application, please contact:

Hamilton County Personnel  
PO Box 174, 102 County View Drive  
Lake Pleasant, NY 12108  
(518) 548-6375

**Application must be received no later than May 17, 2024.**



**HAMILTON COUNTY PERSONNEL DEPARTMENT**  
102 COUNTY VIEW DRIVE  
P.O. BOX 174, ROUTE 8, COURTHOUSE  
LAKE PLEASANT, NEW YORK 12108  
PHONE: (518) 548-6375 \* FAX: (518) 548-3108

**announces a Civil Service examination  
for the following:**

**No. 88709 Open-Competitive  
\*\*\* LIBRARY MANAGER \*\*\***

Libraries located within the Towns/villages of Hamilton County

**LAST FILING DATE:**  
May 17, 2024

**EXAMINATION DATE:**  
JUNE 1 – JUNE 30, 2024

**APPLICATIONS:** Examination applications must be obtained and filed with the Hamilton County Personnel Department. The Department recommends that you do not wait until the last day to file your application. When received in our office after 4:30 p.m., on the last filing date, the application will be rejected and returned to the applicant. The correct examination number and title must appear on the application form. EVERY question on the application should be answered and complete in all aspects. This Department does not acknowledge receipt of applications or take responsibility for non-delivery or postal delay. Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. Any application you may have previously filed will not gain you admittance to this exam and will not be used to obtain additional information. You must file a separate Application for Examinations during the official period as set forth in this announcement.

**DISQUALIFICATION OF EXAMINATION APPLICATIONS:** When an application for an examination is disapproved by the Director of Personnel, the candidate will be given ten (10) calendar days to appeal this determination. Your appeal must clearly demonstrate that you meet or exceed the minimum qualifications as set forth on the examination announcement. Additional information must be pertinent, detailed and accurate. Your appeal must be in writing, addressed to the Personnel Office, P.O. Box 174, Lake Pleasant, NY 12108, and received in this department no later than 4:30 p.m. of the tenth calendar day. If the tenth calendar day falls on a Saturday or Sunday, the candidate will have until 5:00 p.m. that following Monday to submit their appeal.

**LOCATION OF POSITIONS/VACANCY:** All positions/vacancies as they occur in the towns and village Libraries located within Hamilton County.

**ELIGIBLE LIST:** The eligible list will remain in existence for a period of one (1) year, unless extended by the Personnel Officer to a maximum of four (4) years. When a list has existed for more than one year, it may terminate upon the establishment of a new list. This list will be used to fill all appropriate full-time or part-time competitive vacancy occurring in an agency under the jurisdiction of the Hamilton County Personnel Officer, anytime during the life of the eligible list.

**SPECIAL ARRANGEMENTS:** May be made if you require a religious accommodation, are a disabled person, or deprived of participation on the scheduled date due to active military service. Specific information must be requested when filing your application.

**APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** If you have applied for any other civil service examinations 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) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the examinations. You must notify all local government civil service agencies with who you have filed an application of the test site at which you wish to take your examination. For this examination call (518) 548-6375 or write to the Hamilton County Personnel Office, P.O. Box 174, 102 County View Drive, Lake Pleasant, NY 12108.

**PLEASE POST CONSPICUOUSLY AT A HEIGHT REACHABLE BY PEOPLE IN WHEELCHAIRS AND WITH OTHER MOBILITY IMPAIRMENTS – REMOVE AFTER LAST FILING DATE**

**2024 Salary:** Varies by Library

**RESIDENCY:** Candidates must, at the time of examination and at least one (1) month prior thereto, be a legal resident of Hamilton County. Preferences in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for one (1) month prior to the date of the written test.

**TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):**

- Manage day-to-day operation of the library;
- Directs and supervises the expenditures of library funds within budget established by board;
- Implements strategic initiatives as directed by the board;
- Administers policies as set by the board;
- Supervises staff and conducts staff/volunteer meetings;
- Responsible for staff appointments, promotions, and disciplinary actions upon consultation with the board;
- Recruits, trains, schedules and manages volunteers;
- Recommends and administers book purchasing policies and selects related materials for acquisition to the library;
- Recommends necessary library services and improvements to current services;
- Prepares preliminary budget estimates and submits to Board for review;
- Ensures library is open and staff during required and published hours;
- Evaluates library collections, programs, and services as directed by Board to meet community needs;
- Maintains library files, budget reports, programming statistics and external correspondences;
- Ensures programming space and supplies are in order and equipment is in good working condition;
- Assists library patrons quickly and accurately;
- Recommends repairs, alterations and new construction of buildings and grounds, as well as supervises same;
- Manages public relations: website, press releases, advertisements, and public notices;
- Assists in the development of reports to the community and outreach;
- Manages membership in and requirements of SALS;
- Participates in professional development opportunities and represents library at group, community, regional and state meetings;
- Attends board meetings and provides reports on library usage, collections, and programs, as well as providing advice and support to committees as assigned.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last filing date:

Graduation from high school or possession of a high school equivalency diploma.

**\*NOTE:**

For populations below 2,500 the regulations do not specify a requirement. The qualifications for directors of libraries serving populations between 2,500 and 7,499 do not require a professional library degree. Requirements are listed in Commissioners Regulations 90.8.

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All experience required to meet the minimum qualification section is PAID.

Part-time experience will be pro-rated as follows:

16-23 hrs./wk....1/2 time    24-31 hrs./wk....3/4 time    32+ hrs./wk....full-time

If qualifying by A or B (education options), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified and you will be given ten (10) days to submit documentation to substantiate your qualifications. If you fail to provide a copy or photocopy of your official transcript within the ten (10) day period, you will not be allowed to participate in the examination.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency from a member company of the National Association of Credential Evaluation Services, Inc. (NACES). You can write to the Personnel Office for a list of NACES members who provide this service. You must pay the required evaluation fee.

**SUBJECTS 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 Hamilton County Personnel Office on or before the last filing date of May 17, 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 June 1, 2024, and approved candidates will be required to complete and submit this questionnaire between June 1, 2024 and midnight, June 30, 2024. NOTE: Candidates will not be able to claim any credit for training and experience gained after the application filing deadline of May 17, 2024.**

**Candidates who fail to submit a questionnaire by midnight, June 30, 2024, will not receive a rating.**

**VETERANS' CREDITS:** Veterans, Disabled Veterans, or candidates currently in the armed forces claiming the additional credit allowed veterans in competitive examination, must apply for such credit while filing their examination application or at any time between the date of the application but prior to the date of the establishment of the resulting eligible list. The time periods, for which veterans' credit is permitted, are defined on the examination application. To receive additional veterans' credit you must file a separate Veterans' Credit Application including acceptable supporting documentation for each examination. Veterans' Credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

**CHILDREN AND SIBLINGS OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY CREDIT:** In conformance with Sections 85-a and 85-b of the Civil Service Law, children and siblings of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent, sister or brother has served. If you are qualified to participate in this examination and are a child or sibling of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) 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. Children and Siblings of firefighters and police officers killed in the line of duty credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

**RATING AND REVIEW:** This written examination is being prepared by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law and Section 7.1 of the State's Civil Service Rules and Regulations.

**NOTICE TO APPEAR:** Approved applicants will receive an Admission Notice for the written examination providing the location and time. Late arrivals will not be admitted into the exam room under any circumstance. Please contact this office if you have not received an Admission Notice for the written examination four (4) days prior to the date of the examination by calling (518) 548-6375.

**EMERGENCIES:** If an emergency prevents you from appearing for the examination, please notify this office no later than 10:00 a.m. on the Monday following the test date, providing verifiable documentation of the reasons.

**Weather Emergencies:** In the case of adverse weather conditions, any delay or cancellation will be on the voice mail message of the Personnel Office at (518) 548-6375 between 6:30 and 8 AM on the date of the examination.

**HAMILTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.**