

CITY OF WATERTOWN, CIVIL SERVICE COMMISSION
245 Washington Street, Room 205
Watertown, New York 13601
www.watertown-ny.gov

Issued: February 28, 2025

ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR
LIBRARIAN I
EXAM # 60026-090

FILING FEE: **\$15.00 non-refundable** fee. Cash or check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are ACCEPTED WITH ONLINE APPLICATIONS ONLY.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee..

LAST FILING DATE: Applications must be **received** no later than 11:59 PM **Sunday, April 13, 2025**

VACANCIES: The list will be used to fill vacancies as they occur in the Flower Memorial Library

SALARY: **\$51,777 – \$65,055**

RESIDENCY REQUIREMENT: There is no residency requirement for this examination. Preference in appointment may be given to successful candidates who are residents of the City of Watertown in accordance with Section 23.4(a) of the New York State Civil Service Law and Rule VII(1) of the Municipal Civil Service Rules for the City of Watertown. To be eligible for appointment, an applicant must be a resident of Jefferson County or a contiguous county.

DUTIES OF THE POSITION: This position involves responsibility for basic level librarian duties. The Librarian I may serve as the head of a functional area of the library such as Teen Space, Genealogy, or the Children's area. Employees in this class are expected to perform specific applications of professional duties under the general supervision of the Library Director. Performs related work as required. A complete job description is available from the Civil Service Commission.

MINIMUM QUALIFICATIONS:

A Master's Degree in Library Science from a library that is accredited by the American Library Association

Special requirements: Eligibility for a New York State Public Librarian's Professional Certificate at time of application. Possession of certificate within six (6) months of appointment.

A complete application for examination must be sent to the Office of the Civil Service Commission, address listed above, on or before the last filing date of April 13, 2025 at 11:59 PM. Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

NOTE: Candidates will not be able to claim any credit for training or experience gained after the last filing date.

The Training and Experience Questionnaire will be available on May 1, 2025. Approved candidates will be required to complete and submit this questionnaire between May 1, 2025 and midnight, May 31, 2025. Candidates who fail to submit a questionnaire by midnight, May 31, 2025, will not receive a rating.

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 **City of Watertown** on or before the last filing date of **April 13, 2025**.

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 May 1, 2025 and approved candidates will be required to complete and submit this questionnaire between May 1, 2025 and midnight May 31, 2025. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **April 13, 2025**.

Candidates who fail to submit a questionnaire by midnight, **May 31, 2025** will not receive a rating.

GENERAL INFORMATION FOR CANDIDATES

HOW TO APPLY: Applications must be filed at the Watertown Civil Service Commission, Room 205 Municipal Building, 245 Washington Street, Watertown, New York. They may be obtained from www.watertown-ny.gov or from the Civil Service Office. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. **Education and work experience must be documented on the application regardless if the candidate has elected to attach a resume.** All statements made by candidates in their applications are subject to verification. Applications **will not be accepted** past the last filing date of the examination.

APPLICATION FEE: A non-refundable application fee of \$15.00 (cash or check, credit cards accepted with online applications) is required for each examination for which you apply. Fees must accompany your application and are payable to the City Comptroller, Room 203 Municipal Building. No refunds will be made for any reason. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications. Please make sure you meet the minimum qualifications before applying to any examination. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

EXCEPTIONS TO FEE REQUIREMENT: Application fees may be waived for any candidate who is either an unemployed head of household or receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net (formerly Home Relief) or Family Assistance (formerly Aid to Dependent Children) from a state or local social service agency. Individuals wishing to claim this waiver must complete an Application Fee Waiver form available from the local Civil Service Office. Claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

VETERANS' CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. 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 New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an addition ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

SABATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs 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 on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Watertown Civil Service Commission as soon as possible before the test date.

MEDICAL EXAMINATIONS: Candidates may be required to have a medical examination to determine capability of performing the duties of the position.

RATINGS REQUIRED: Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to his examination.

ELIGIBLE LIST: The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment.

**The City of Watertown is an Equal Opportunity Employer and
as such offers equal opportunities for all qualified applicants with no
discrimination as to race, color, creed, sex, or national origin.**

CONTACT THIS OFFICE AT 315-785-7733 WITH ANY QUESTIONS. BE SURE TO FILE YOUR APPLICATION PROMPTLY.
THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: www.watertown-ny.gov