

PUBLIC LIBRARIAN'S PROFESSIONAL CERTIFICATE

Qualification for New York State's public librarian's professional certificate requires completion of a Master of Library Science degree.

Apply for the Public Librarian's Professional certificate. www.nysl.nysed.gov/libdev/cert/

1. Application for Public Librarian's Professional certificate is attached.
2. You do not need to obtain verification of your degree. The LIS office provides verification of the MLS degree to the Public Certification office.
3. Certificate document number will be needed on the Erie County Application for Examination and Employment.
4. Apply for Application for Examination for Librarian 1. (See back for details.)

Frequently Asked Questions

www.nysl.nysed.gov/libdev/cert/faq.htm

CIVIL SERVICE RATING - LIBRARIAN I

Minimum Qualifications: If you have a master's degree from a library school that is accredited by the American Library Association or registered by the New York State Education Department and possess a New York State Public Librarian Professional Certificate, you are qualified.

Subject of Examination: There will be no written or oral test for this examination. The training of qualified candidates will be evaluated against the background of the position. It is essential that you give complete and accurate information on the application form and training and experience questionnaire. You must attach a transcript to your application.

A minimum of 1 course per category is required (see the back of the plan of study form). Courses can be counted only once. A course that qualifies in category A and in category C can be counted towards category A or category B but not towards both..

All positions are filled from civil service eligibility lists. These lists are comprised of individuals who have applied and passed the examination for Librarian I.

<p>Buffalo and Erie County Public Library</p>	<p>Rochester Public and Monroe County</p>
<p>Apply for the Erie County Application for Examination and Employment for Librarian I www.erie.gov/graphics/emplapp.pdf</p> <p>New York State Examination Announcements can be found at: http://www.cs.state.ny.us/announarchive/announcements/28-064.cfm</p>	<p>Apply at the City of Rochester website www.cityofrochester.gov Click on "Jobs" Click on right side bar on "Job Opportunities with the City of Rochester" You must register and apply for the civil service exam.</p>
<p>Erie County Employment Opportunities http://www.erie.gov/employment/f31012.htm</p>	<p>Monroe County Town Libraries www.monroecounty.gov Go to: "Online forms" Civil Service Employment/Exam Application</p>
<p>For additional information contact:</p>	
<p>Doreen Woods Assistant Deputy Director, Human Resources (716) 858-7174</p> <p>By Visiting: Monday through Friday, 9:00 a.m. – 4:30 p.m. Central Library – Human Resources Dept. Second Floor, 1 Lafayette Square in Buffalo</p> <p>By Mail: Buffalo and Erie County Public Library Human Resources Department 1 Lafayette Square Buffalo, New York 14203</p>	<p>Kathy Fischer, Library Personnel Office Rochester Public Library 115 South Avenue, Rochester, NY 14604 (585)428-8060</p> <p>Municipal Civil Service - City of Rochester City Hall-Room 103A 30 Church Street Rochester, New York 14614 Phone: (585)428-7115</p> <p>Monroe County Department of Personnel & Civil Service County Office Building 39 West Main Street Rochester, New York 14614 Phone: (585)753-1700</p>