

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.

Buffalo and Erie County Public Library

Apply for the Erie County Application for Examination and Employment for Librarian I
www.erie.gov/graphics/emplapp.pdf

New York State Examination

Announcements can be found at:

<http://www.cs.state.ny.us/announarchive/announcements/28-064.cfm>

Rochester Public and Monroe County

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.

Erie County Employment Opportunities
<http://www.erie.gov/employment/f31012.htm>

Monroe County Town Libraries
www.monroecounty.gov
 Go to: "Online forms"
 Civil Service Employment/Exam Application

For additional information contact:

Doreen Woods
 Assistant Deputy Director, Human Resources
 (716) 858-7174

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

By Mail:

Buffalo and Erie County Public Library
 Human Resources Department
 1 Lafayette Square
 Buffalo, New York 14203

Kathy Fischer, Library Personnel Office
 Rochester Public Library
 115 South Avenue, Rochester, NY 14604
 (585)428-8060

Municipal Civil Service - City of Rochester
 City Hall-Room 103A
 30 Church Street
 Rochester, New York 14614
 Phone: (585)428-7115

Monroe County Department of Personnel & Civil Service
 County Office Building
 39 West Main Street
 Rochester, New York 14614
 Phone: (585)753-1700