



MUNICIPAL CIVIL SERVICE COMMISSION

"Personnel Chosen for Merit in Fair Competition"

City of Port Jervis, New York
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COMMISSIONERS

Yvonne Duryea, Chairperson

Nina N. Balsamo

Lisa Perkowski

EXAMINATION ANNOUNCEMENT

LIBRARY DIRECTOR I #60072370 OPEN COMPETITIVE

EXAMINATION DATE: Evaluation of **Training and Experience** to start October 1st through October 30th, 2026

LAST FILING DATE: September 21st, 2026

Applications must be postmarked no later than 11:59pm on September 21, 2026.

A \$20.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Candidates must send a personal check or money order payable to the CITY OF PORT JERVIS. **Do Not Send Cash.** Write the examination number(s) and the Candidate's name on the personal check or money order.

There is a vacancy in the Port Jervis Free Library for this titled position. The eligible list resulting from this examination will be used to fill this vacancy and any other appropriate full-time vacancy which may occur during the life of the list.

Salary Range: As per Contract.

There are no residence requirements to compete in this examination.

Distinguished Features: The Director of Library Services provides high-level professional, managerial, and administrative leadership to direct, coordinate, and oversee all library operations, programs, and facilities. Operating with a high degree of independence, judgment, and initiative, the Director shapes collection development, anticipates and responds to evolving community needs, directly delivers core library services, as well as managing and directing all library personnel. The incumbent reports directly to the Library Board of Trustees.

Minimum Qualifications: A Master's Degree in Library Science (MLS) from an institution that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices; and a minimum of two (2) years professional library experience.

Special Requirement: Incumbent must be eligible for a New York State Public Librarian's Professional certificate and be in possession of certificate within three (3) months of appointment.

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Subject of Examination: There will be no written or oral test for this examination. The training and experience of candidates will be evaluated against the background of the position. Candidates must first complete an application form and return it to the Port Jervis Civil Service Commission on or before the final filing date listed above. If the candidate meets the minimum qualifications, they will be sent instructions to access a questionnaire which will request detailed information regarding training and experience. Candidates must complete this questionnaire and return it by the date specified above. It is essential that candidates provide complete and accurate information on both the application form and questionnaire. Credit will not be given for vague, incomplete or inaccurate information. **Candidates who fail to submit a questionnaire by midnight of the deadline date will not receive a rating.**

Professional Training in Library Sciences

Candidates will be required to provide information on all courses claimed for credit in the categories of Breadth of Professional Training in Library Science and Breadth of Non-Library Science Education. Please provide course descriptions for all such courses claimed for credit. The following five subcategories will be used to evaluate Breadth of Professional Training in Library Science:

- 1) Non-Book Studies
- 2) Electronic Data Processing Studies
- 3) Management/Administrative Studies
- 4) Special Population Reader Service Studies
- 5) Bibliographic and Reference Services Studies

In the SUMMARY OF EXPERIENCE, candidates must specify the dates of employment, the number of hours worked per week, titles, and the main duties for each position held. Please be specific. Candidates who submit incomplete applications or documentation may be disqualified.

Section 23.2: This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the NYS Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

Veteran's Credit: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credits with their examination application or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available at the Civil Service Commission office. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** 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 Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

General Information/Instructions: Application forms may be obtained at the PORT JERVIS CIVIL SERVICE COMMISSION OFFICE, the PORT JERVIS CITY CLERK'S OFFICE or the CITY of PORT JERVIS OFFICIAL WEBSITE (www.portjervisny.gov). Applications received/postmarked after the filing deadline will not be accepted. Candidates must ensure EVERY question on the application is answered and completed fully. All statements made by candidates in their application are subject to verification.

Candidates should be aware that the Port Jervis Civil Service Commission will not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delays. Candidates will be notified of the disposition of their applications.

Should you have any questions regarding this examination contact the **PORT JERVIS CIVIL SERVICE COMMISSION** at **845-858-4052** Monday through Friday between 9:00 am & 5:00 pm, or via email at **pjcsc@portjervisny.gov**.

ISSUE DATE: September 4, 2026