



City of Saratoga Springs Municipal Civil Service Commission
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Saratoga Springs, NY 12866
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VACANCY ANNOUNCEMENT

Provisional

HUMAN RESOURCES MANAGER

Library

ISSUED: August 4th 2021

LAST FILING DATE: Until position is filled

Applications must be received in the Civil Service Office. A résumé may be submitted with the application, but will *not be accepted in place of a completed application*. A vague application will not be interpreted in the applicant's favor. A decision may be made to not fill this position.

SALARY: \$49,439 - \$55,520 Depending on experience

LOCATION: Saratoga Springs Public Library

MINIMUM QUALIFICATIONS: The following qualification(s) MUST be met and clearly stated on the City of Saratoga Springs employment application form:

- Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and TWO (2) YEARS of full time experience in public or private personnel administration including any two of the following areas: position classification, salary administration, recruitment; selection, placement of staff, labor relations; **OR**
- Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and FOUR (4) YEARS of full time experience in public or private personnel administration including any two of the following areas: position classification, salary administration, recruitment, selection, placement of staff, labor relations.

DUTIES: This position exists in a public library and involves responsibility for performing various technical phases of personnel administration including working with the City Civil Service Commission on position classification, recruitment, examinations and all personnel transactions. The incumbent is also responsible for assisting the Library Director in disciplinary hearings, and in implementing the Personnel Manual provisions. Work is performed under the supervision of the Library Director and the Assistant Library Director with wide leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. Supervision may be exercised over staff for assignment and review of work. Does related work as required.

****A provisional appointment is pending the appropriate NYS Civil Service Exam announced and administered locally. The provisional appointee will be required to sign up to take the exam once it is announced, pay the exam fee, pass the exam and rank in the top three (3) grades to secure a permanent appointment****

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