

Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Natasha Freeman-Mack
Ms. Marcie Heywood
Ms. Genieve Holder
Mr. Joseph McGrath
Dr. Shannon O'Grady
Ms. Kimberly Rohring
TBD

Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Chief Equity Officer
Asst. Superintendent, PRE K - 2
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Exceptional Learners

September 8, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Genieve Holder ^{CH}
 Assistant Superintendent for Human Resources

RE: Anticipated Vacancy- **Director of Business & Operations**

TITLE: DIRECTOR OF BUSINESS & OPERATIONS

Qualifications:

1. New York State SDBL required

Responsibilities Include:

- Serves as the District's Purchasing Agent
- Coordinate all RFP/RFB processes from initiation through award and contract execution, follows up to ensure a PO is issued for this contract
- Oversee purchasing and accounts payable ensuring all procedures and regulations are consistently adhered to, timelines are met, and serve as a resource when matters require escalation
- Prepare contracts across the district
- Accepts donations and take any needed next steps including preparing resolutions for BOE agenda
- Review and issue purchase orders for General, Cafeteria, Capital, Federal, Library, Extraclassroom and any other funds in which procurement occurs through; this is to be done daily
- Administers Ed Data
- Supports Junior Accountants for Grants and Capital
- Manages position control with assistance from Assistant Superintendent for Finance as needed
- Liaison to Special Education team for STAC reporting data as needed to support maximizing that source of revenue
- Assists specific departments in budget development process
- Tracks staffing changes against budget
- Assists in completing the RSU and CPSE schedules as part of required annual state reporting
- Maintains fixed assets
- Assist in contract negotiations and calculations.
- Other assigned responsibilities

Funding Source: General Fund

- **Internal applicants must** submit a current resume and letter of interest to:
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR** **FAX to: 563-3468**
- **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date. GH:sb

This posting will end at 4:00PM on
Friday, September 12, 2025
Not holding to the 10 days