DATE: September 6, 2023
TO: ALL SCHOOLS – PLEASE POST
FROM: Michael McLymore
Assistant Superintendent for Human Resources
RE: Anticipated Vacancy- Assistant Microcomputer/Electronics Technician – Newburgh Free Library

At the present time, the District has the following anticipated vacancy:

TITLE: Assistant Microcomputer/Electronics Technician

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a standard high school preferably with concentration in mathematical and/or computer subjects; OR
B. Possession of a high school equivalency diploma with satisfactory completion of courses that would reflect the candidate having some knowledge of software requirements and compatibility.

DISTINGUISHING FEATURES OF THE CLASS:

This class involves the performance of electronics repair work including the service, maintenance, and set-up of microcomputers and some audio/visual equipment. The work also involves general clerical work with respect to the inventory needs of the position. Work is performed under the direct supervision of the Microcomputer Electronics Technician. This position is not a supervisory position.

A complete job description can be found on the District’s website at www.newburghschools.org under the ‘DISTRICT’ tab/Employment with the District.

- **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.

Please do not email Mr. McLymore directly.

MM: sb