DATE: March 15, 2024

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore  
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy (ies) – Library Assistant

At the present time the District has the following anticipated vacancies:

<table>
<thead>
<tr>
<th>Posting Name</th>
<th>Location</th>
<th>Position</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBA-003</td>
<td>NFL</td>
<td>Library Assistant</td>
<td>Transfers or *Provisional</td>
</tr>
</tbody>
</table>

*Library Assistant position is Provisional and Contingent upon results of the Civil Service Exam when issued.

Hours: 35 hours per week and includes a weekly night and Saturday rotation shift.

MINIMUM QUALIFICATIONS:
Bachelor's degree from a regionally accredited college or university or one recognized by NYS Education Dept. as following acceptable educational practices.

A complete job description is on the District’s website [www.newburghschools.org](http://www.newburghschools.org) under the ‘DISTRICT’ tab/Employment with the District.

**Internal Applicants:** submit a letter of interest to:

Michael McLymore, Assistant Superintendent of Human Resources
124 Grand Street, Newburgh, NY 12550

Or FAX to: 845-563-3468
  - **External applicants** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

**PLEASE DO NOT E-MAIL directly to Mr. McLymore.** Please use the ‘Letter of Interest’ template found on the district’s web-site ([www.newburghschools.org](http://www.newburghschools.org)) under the District Tab

PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM:sb