

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. J. Manning Campbell

Superintendent of Schools

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Mr. Christopher Bayer
Mr. Michael McLymore
Ms. Kimberly Rohring
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Ms. Onyx Peterson

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

DATE: September 20, 2023

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore *MM:sb*
Assistant Superintendent of Human Resources

This posting will close at 4 PM on
Tuesday, October 3, 2023
Re-Post

RE: Anticipated Vacancy (ies) – Sub Machine Tech-Newburgh Free Library

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

Posting Name	Location	Position	# Positions
LMTH-SUB	Newburgh Free Library	Sub Hourly Machine Tech	1

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the performance of moderately complex mechanical tasks on various types of library equipment, managing equipment use and machine maintenance. The work requires mechanical aptitude and the ability to operate independently within prescribed responsibilities and to train others in basic machine utilization. The work is performed under general supervision of a Librarian.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND one year experience in a position involving responsibility for the maintenance of office equipment.

Internal Applicants: submit a resume and 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) 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) under the District Tab

PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM:sb