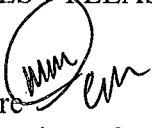


DATE: February 13, 2018

Replies must be received in the Office of Human Resources by 4PM on February 26, 2018

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore 
Assistant Superintendent of Human Resources

RE: **Anticipated Vacancy (ies) – Librarian II**

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

Posting Name	Location	Position	Requirements
LIB-II	NFL	Librarian II-Programming & Outreach Services	Active Civil Service eligible list for Librarian II

Minimum Qualifications: Master's degree in Library Science from ALA accredited program; NYS Public Library Certificate; Knowledge of current trends in library procedures and practices; Proficient knowledge of social media and current information services technology.

Summary of Responsibilities: Directs and oversees the coordination, development, and implementation of programming and outreach services for adults at the Newburgh Free Library. Works collaboratively across departments with all staff to implement outreach, programs and services. Position requires collection development and reference desk assignments, including weekly night and Saturday rotation shifts. Reports to Head of Adult Services.

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 have a completed application on file **and** submit a letter of interest to: Office of Human Resources, 124 Grand St., Newburgh, NY 12550

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

MML: cpm