


DATE: November 9, 2017

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore 
Assistant Superintendent of Human Resources

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

Replies must be received in the Office of Human Resources by 4PM on November 22, 2017

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

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

Or FAX to: 845-563-3468

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