

Dr. Roberto Padilla

Superintendent of Schools

Mr. Ed Forgit
Mr. Michael McLymore
Ms. Sara Feliz
Mr. Gregory Kern

Deputy Superintendent
Asst. Superintendent, Human Resources
Asst. Superintendent, Curriculum & Instruction
Asst. Superintendent, Finance

DATE: May 7, 2018

MEMO: TO ALL SCHOOLS – PLEASE POST

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

RE: Newburgh Free Library – **Part Time Library Assistant**

Replies must be received in the Office of Human Resources by 4PM on Friday, May 18, 2018

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

Posting Name	Position	Location	Minimum Requirements
NFL-PT-LIB	Part Time Library Assistant	Newburgh Free Library	Bachelors Degree
Must be Civil Service eligible; or a provisional appointment			

Internal Applicants: submit a letter of interest and current resume 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 and current resume 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 under the DISTRICT tab. (www.newburghschools.org)

PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM: cpm