DATE: August 4, 2017 Reply must be received in the

Human Resource Office by

4:00 P.M. on August 18, 2017

MEMO: TO ALL SCHOOLS-PLEASE **RE-POST**

FROM: Michael McLymore

Assistant Superintendent of Human Resources

RE: Vacancy - NFL

At the present time the district has the following anticipated vacancy:

**POSTING NAME: Rep-ASSTLIBDIRII**

**Assistant Library Director II**

**Qualifications:**

1. Master’s Degree in Library and Information Sciences

2. At least 3-5 years experience in a Public Library Setting with 2 years supervisory experience

**General Statement of Duties:**

* Oversees Library Departments including Access Services, Marketing, Programs and Outreach.
* Assists in planning, implementation and evaluation of long and short-term goals and objectives.
* Assists the director in the formulation of library policies and procedures.
* Participates in recruitment, selection, training and evaluation of employees.
* Provides reference services to patrons.
* Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, and reading professional materials.
* Participates in preparation of library budget.
* Participates in or supervises the selection of adult library materials.
* Supervises library in director’s absence.
* Performs other related responsibilities as assigned.
* Bilingual (Spanish) Preferred

This position is a competitive Civil Service position and is classified as Confidential/Managerial.

**Internal applicants** should respond in writing (**posting name must be included**) on or before closing date to: Michael McLymore, Assistant Superintendent of Human Resources, 124 Grand St., Newburgh, NY 12550.

MML/bw

Minority/Bilingual Candidates Encouraged to Apply

“An Equal Opportunity Employer”