


Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Shannon O'Grady
Mr. Christopher Bayer
Ms. Mary Ellen Leimer
Mr. Joseph McGrath
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

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

DATE: February 4, 2025

This posting will end at 4 PM on
Tuesday, March 4, 2025

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Mary Ellen Leimer 
Interim Assistant Superintendent for Human Resources

RE: Anticipated Vacancy – **Capital Projects Manager**

TITLE: CAPITAL PROJECTS MANAGER

Capital Projects Manager position is Provisional and contingent upon results of the Civil Service Exam when given.

This position is non-represented; Confidential Managerial

GENERAL STATEMENT OF DUTIES:

Will ensure the effective oversight and successful completion of capital projects district wide, for the Newburgh Enlarged City School District.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Has thorough technical knowledge and experience in building materials, architectural drawings, construction processes and some background in engineering principles.

MINIMUM QUALIFICATIONS: EITHER;

- A. Possession of a valid New York State Professional License as an Architect or Professional Engineer and at least two years of experience with construction projects. OR
- B. Master's Degree in Architecture or Engineering and at least four years of experience with construction projects.

A complete job description can be found on the District's website at www.newburghschools.org under the 'DISTRICT' tab/Employment with the District.

- **Internal applicants must** submit a current resume and letter of interest to:
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR** **FAX to: 563-3468**
- **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

MEL:tc