

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. Lisa Buon

Acting Superintendent of Schools

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

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

DATE: May 2, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Mary Ellen Leimer
Interim Associate Superintendent of Schools

RE: Vacancy(s) – Help Desk Coordinator 25-26 SY

This posting will close at 4 PM on
Friday, May 16, 2025

At the present time the District has the following anticipated vacancy for the 25-26 SY:

Posting Name	Location	Position
HDC-001	Chestnut St.	Help Desk Coordinator

***Help Desk Coordinator position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

GENERAL STATEMENT OF DUTIES:

This work involves the responsibility for coordinating the work of a computer support Help Desk. The work also involves responsibility for inventory management and general support for the Information Technology Department staff. Work is performed under the general supervision of the Executive Director of Technology.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of standard office software applications including word processing, spreadsheets and databases; Working knowledge of personal computer hardware, software, operating systems and peripheral devices; Working knowledge of purchasing practices and procedures; Ability to advise and train others in computer operation, software and database applications; Ability to handle initial problem in order to properly route the call; Ability to communicate effectively both orally and in writing; Ability to establish and maintain effective working relationships; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either

- A. Two years' experience in a help desk environment, or;
- B. Three years of proficient experience in word processing, electronic spreadsheet, e-mail and database applications, or;
- C. An equivalent combination of training and experience as defined above.

- **Internal Applicants:** Please submit a letter of interest to the Office of Human Resources, 124 Grand Street, Newburgh, NY, or FAX to 845-563-3468

Please use the 'Letter of Interest' template found on the district's web-site (www.newburghschools.org) under the DISTRICT TAB/Employment with the District.

- **External applicants** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Ms. Leimer. PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MEL:tc