



Dr. Jackieelyn Manning Campbell **Superintendent of Schools**

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Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Student Support Services
Asst. Superintendent, PRE K - 2
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Exceptional Learners

DATE: December 16, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Genieve Holder 
Assistant Superintendent of Human Resources

RE: Anticipated vacancy – **Sub Machine Tech- Newburgh Free Library**

This posting will close at 4 PM on
Thursday, January 08, 2026

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

Posting Name	Location	Position	# Positions
SMTE-SUB	Newburgh Free Library	Sub Hourly Machine Tech	1

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the performance of moderately complex mechanical tasks on various types of library equipment, managing equipment use and machine maintenance. The work requires mechanical aptitude and the ability to operate independently within responsibilities and to train others in basic machine utilization. The work is performed under general supervision of a Librarian.

MINIMUM QUALIFICATION:

Graduation from high school or possession of a high school equivalency diploma AND one year experience in a position involving responsibility for the maintenance of office equipment.

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: 845-563-3468

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

GH:sp