

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. J. Manning Campbell

Superintendent of Schools

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

March 15, 2024

This posting will end at 4:00PM on
Thursday, April 4, 2024

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy: Librarian II – Newburgh Free Library

****Librarian II position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

POSTING NUMBER: LIB2-004

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performance of librarian duties in an assigned unit and generally involves planning, directing and supervising a specialized unit such as circulation, technical or audio visual services. General supervision is received from a higher level librarian or administrative director. Supervision is exercised over the work of professional, para-professional, clerical and volunteer staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Masters Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the NYS Education Department as following accepted education practices and two years of professional library experience subsequent to MLS.*

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of NYS Public Librarian's professional certificate.

A complete job description is on the District's website 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.

Please do not email Mr. McLymore directly.

MM: sb