

# 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 12, 2025

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Mary Ellen Leimer  
Interim Associate Superintendent of Schools

RE: Anticipated Vacancy (ies) – Sub Machine Tech-Newburgh Free Library

This posting will close at 4 PM on  
Friday, May 16, 2025  
\*Repost\*  
***Not Holding to the 10 Days***

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

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 prescribed responsibilities and to train others in basic machine utilization. The work is performed under general supervision of a Librarian.

### MINIMUM QUALIFICATIONS:

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:** submit a resume and letter of interest to:  
Human Resources Department  
124 Grand Street, Newburgh, NY 12550  
Or FAX to: 845-563-3468

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

**PLEASE DO NOT E-MAIL directly to Ms. Leimer.** Please use the 'Letter of Interest' template found on the district's web-site ([www.newburghschools.org](http://www.newburghschools.org)) under the District Tab

**PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

MEL:tc