

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

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Superintendent of Schools

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Ms. Andrea Moriarty
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Mr. Michael McLymore
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Deputy Superintendent
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Secondary 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

November 1, 2023

This posting will end at 4:00PM on
Tuesday, November 14, 2023

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy: Librarian III – Newburgh Free Library

POSTING NUMBER: LIB3-001

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

Librarian III

DISTINGUISHING FEATURES OF THE CLASS:

The work involves overall responsibility for a major functional area of a library, such as Technical Services, Reference, Collection Development or Children's Services. The Librarian III has responsibility for coordination, administration and policy implementation for the assigned area to insure efficient operation. Work is performed under general supervision of the Library Director, Supervision is exercised over the work of subordinate professional, paraprofessional, clerical and volunteer personnel. Performs related work as required.

MINIMUM QUALIFICATIONS TO APPLY:

Master's 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 four years of professional library experience subsequent to receiving 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



HEAD OF YOUTH SERVICES, LIBRARIAN III, NEWBURGH FREE LIBRARY

SUMMARY

The Newburgh Free Library seeks an exceptional librarian with energy, big ideas, and supervisory know-how to lead our Youth Services Department. The ideal candidate will be a natural communicator, possess a love of literature for children and teens, be a dedicated team-builder, and be attuned to the needs of our diverse and multilingual community.

The Newburgh Free Library is a mid-sized urban library serving the people of the City of Newburgh, the Town of Newburgh, and the Town of New Windsor. The Main Library in the City of Newburgh has beautiful views, sitting atop a hill overlooking the Hudson River. A Town of Newburgh Branch location is scheduled to open in 2024. With over 60 staff members, 2 locations, and a service area of approximately 60,000 people, the Newburgh Free Library is a bustling place. The Head of Youth Services, Librarian III is a union position, 35 hours a week, requiring one night a week and one Saturday a month.

ESSENTIAL FUNCTIONS

- Responsible for youth department collection development, including budget allocations for books and digital resources
- Provide professional leadership and general supervision for all youth department staff
- Coordinate youth programming at the Main Library as well as the Town Branch, including conducting programs for elementary-age patrons
- Work with Community Engagement department to plan and implement outreach opportunities for youth services staff
- Identify grant opportunities for youth services
- Perform reference services at public service desks
- Serve as a resource to all library departments with regards to youth services
- Serve as professional liaison to surrounding libraries, agencies, and community partners for collaborative programs and services
- Create Libguides and other resources for Library patrons as well as RCLS member libraries
- Maintain Youth Services section of website

SALARY AND BENEFITS

Salary range: \$62,109 - \$86,787 depending on experience. Health insurance, vision, dental, and participation in the New York State Retirement System. Employees receive generous vacation, sick leave, and flex days.