

September 23, 2021

MEMO: TO ALL SCHOOLS-PLEASE POST
FROM: Michael McLymore
Assistant Superintendent of Human Resources
RE: Anticipated Vacancy: Assistant Library Director II – Newburgh Free Library

This posting will end at 4:00PM on
Wednesday, October 6, 2021

POSTING NUMBER: ALDN-001

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

Assistant Library Director II

GENERAL STATEMENT OF DUTIES:

Serves as Assistant Library Director in a library serving a population of 50,000 to 250,000; does related work as required.

ACCEPTABLE EXPERIENCE AND TRAINING:

A Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices; and 4 years of satisfactory professional library experience, subsequent to obtaining an MLS Degree, one year of which must have been in an administrative or supervisory capacity.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for a New York State public librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment.

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** must respond via the OLAS Web Site (www.olasjobs.org) or the District's NEW online application system: RecruitFront on or before the above closing date.

Please do not email Mr. McLymore directly.

MM: sb