



Dr. Lisa Buon

Acting Superintendent of Schools

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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: April 1, 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
Monday, April 21, 2025

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) 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) under the District Tab

PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MEL:tc