

Municipal Civil
Service Commission
515 North Avenue
New Rochelle, NY 10801

Bishop Fetson Leak, Chairman
Margaret Chadwick
Guadalupe Avila



Y. Jeanett Medina
Phone: (914) 654-2172

**CITY NEW ROCHELLE
NEW YORK**

Business Manager

SALARY RANGE: \$42.18 to 50.78 per Hour

LOCATION: New Rochelle Public Library

APPLICATIONS: City Hall of New Rochelle – Civil Service Office
515 North Avenue, New Rochelle, NY 10801

RESIDENCY: Must be City of New Rochelle Resident

MINIMUM FOR PROVISIONAL APPOINTMENT

QUALIFICATIONS: A Bachelor's Degree in Accounting, Business Administration, Business Management, Finance, Public Administration, or a related field **AND** four (4) years of work experience where the primary function of the position involved financial operations, budgeting, accounting, or business administration, and two (2) years of which must have been in a supervisory capacity.

PRIMARY JOB DUTIES: This is an important administrative position involving responsibility for the accurate and efficient management of the financial and operational affairs of a public library system, including, but not limited to, payroll, accounts payable, financial reporting and control, budget preparation and monitoring, purchasing, personnel administration, and related business operations. The incumbent must possess a high degree of business, financial, and administrative ability. The work is performed under the general direction of the Library Director and the Board of Trustees, with considerable latitude for independent judgment within the framework of general financial and operational policies of the library. Supervision is exercised over subordinate personnel in the business office and other operational departments, as assigned. Does related work as required.

DIVERSITY: The city strives to have its workforce reflect the diversity of its population.

Please explain your qualifications for this position completely and accurately in your application.

Applications will be initially reviewed by Civil Service to determine whether each candidate meets the minimum qualifications.

APPLICATION PERIOD CLOSSES: September 9, 2026 4:00 PM

NO. 58-26