



# 2008 Employment Resources Guide

The purpose of this guide is to provide a resource to those living in Orange, Ulster, Sullivan and Rockland counties looking for job information. Here you will find sources of information at the local, county and state levels.

It is a guide that will help those just getting out of school, those looking to start a new career, as well as those looking for work after retirement.



## **Hudson Valley Workforce & Industry Data** Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester counties

The New York State Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

### **Hudson Valley Unemployment Rates** *Not seasonally adjusted.*

June 2008—5.0%

May 2008—4.8%

June 2007—3.8%

[http://www.labor.state.ny.us/workforceindustrydata/index.asp?reg=hud.](http://www.labor.state.ny.us/workforceindustrydata/index.asp?reg=hud)

This document was compiled in part by Maureen Jagos, 2008 intern at the Ramapo Catskill Library System. While working on her degree at SUNY Albany, Maureen also worked as the Children's Librarian at the Chester Public Library. The Adult Services Advisory Council (ASAC) provided additional information.

Ramapo Catskill Library System (RCLS)  
619 Route 17M • Middletown, NY 10940-4395  
845-343-1131 • 800-327-7343 Outside the Middletown area  
[www.rcls.org](http://www.rcls.org)

Robert Hubsher, Executive Director  
Ext. 242 or [rhubsher@rcls.org](mailto:rhubsher@rcls.org)

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## COLLEGE CAREER CENTERS

### **OCCC Career Center**

<http://orange.cc.ny.us/careers/> (open to students, Alumni, and the public)

### **RCCC Career Center**

<http://www.sunyrockland.edu/counseling/careerindex.html> (open to students, Alumni and the public)

### **UCCC Career Center**

(open to students, Alumni and Residents –Web site to be updated this summer)

845-687-5091

[Careerservices@SUNYUlster.edu](mailto:Careerservices@SUNYUlster.edu)

## COUNTY JOB HELP

### **Information Rockland—New York Connects**

Call specialists provide information on local services provided by health & human services agencies. 845-364-2020, M-F: 8 a.m.—5 p.m.

<http://www.informationrockland.com/>

### **Orange County Career Site**

Orange Works <http://www.co.orange.ny.us/>

Click on Job Opportunities

### **Rockland County Guidance Center**

<http://www.co.rockland.ny.us/guidance/center.htm>

845-358-9390

### **Rockland County Personnel**

<http://www.co.rockland.ny.us/Personnel/default.htm>

### **Sullivan Works (Career Center)**

<http://www.co.sullivan.ny.us/> at right of page, type “Sullivan Works” in search box. Click enter. Under 1 Article: click on Sullivan Works One Stop System.

### **Ulster County Job Seeker Services**

<http://www.co.ulster.ny.us/oet/jobseek.html>

State Web site main link to local sources:

<http://www.labor.state.ny.us/>

Look for Local Offices link

## STATE RESOURCES

### **Orange County**

Orange County Works

Web site: <http://www.co.orange.ny.us/>

Click on Job Opportunities

#### **Newburgh Office**

Orange Works Career Center

Maple Building, 3 Washington Center 4th Floor

Newburgh, New York 12550

Phone: 845-568-5090 or 845-568-5377

Hours: M-F: 8:30 a.m. - 4:30 p.m.

### **Middletown**

Orange Works Career Center

Fulton Plaza, 33 Fulton Street, 2nd Floor

Middletown, New York 10940

Phone: 845-346-1100

Hours: M-F: 8:30 a.m. - 4:30 p.m.

### **Port Jervis Office**

Orange Works Career Center, Hunt Building

123 Pike Street 1st Floor

Port Jervis, New York 12771

Phone: 845-856-2544

Hours: M-F: 8:30 a.m. - 4:30 p.m.

### **Rockland County**

Tomorrows Workplace

One Perlman Drive

Spring Valley, NY 10977

845-356-5100

Web site: [www.tomorrowworkplace.org](http://www.tomorrowworkplace.org)

Hours M-F: 9am – 4:30pm

### **Sullivan County**

Sullivan Works One-Stop Center

50 North Street

Monticello, New York 12701

Phone: 845-794-3340

Web site: [www.scgnet.us](http://www.scgnet.us)

Hours: M-F: 8:30 a.m. - 5:00 p.m.

### **Ulster County**

Ulster County One-Stop Center

601 Development Court, Ulster Avenue

Kingston, New York 12401

Phone: 845-340-3170

<http://www.workforcenewyork.org/ulster>

Hours: M-F: 8:30 a.m. - 5:00 pm

### **Hire An Older Worker Program—Senior**

Community Service Program Employment Program works with low-income workers age 55 or older. No placement fees are charged to the employer when hiring an enrolled older worker.

Local contact: Sandra Van Amburgh

Rural Opportunities, Inc.

Senior Support Specialist

3 Washington Center—4th Floor

Newburgh, NY 12550

Telephone: 845-568-5089-

<http://www.doleta.gov/seniors>

General information: 1-877-872-5627

## VESID

(Vocational and Educational Services for Individuals with Disabilities) - employment services for the disabled

<http://www.vesid.nysed.gov/all/services.htm>

### Mid Hudson area

(Orange, Sullivan and Ulster Counties)

<http://www.vesid.nysed.gov/midhudson/home.html>

### White Plains (covers Rockland County)

<http://www.vesid.nysed.gov/whiteplains/home.html>

## 2-1-1 HUDSON VALLEY REGION

Free, multi-lingual call specialists provide information on local services provided by health & human services agencies. 24 hours a day, 7 days a week

## CIVIL SERVICE AGENCIES

### Orange County Civil Service

<http://www.co.orange.ny.us/>

Department of Personnel

255-275 Main Street

Goshen, NY 10924

Telephone: 845-2910-2707, option 2

– Civil Service Commissions oversee the employment of persons in the classified service of municipal governments. The civil service merit system ensures that public employees are chosen on the basis of merit and fitness.

### City of Middletown

Middletown City Civil Service Commission

City Hall -3rd Floor

16 James Street

Middletown, NY 10940-0940

Telephone: 845-341-4107

Fax: 845-343-3039

### City of Newburgh

Newburgh City Civil Service Commission

City Hall -1st Floor

83 Broadway

Newburgh, NY 12550-2550

Telephone: 845-569-7340

Fax: 845-569-7449

<http://WWW.CITYOFNEWBURGH-NY.GOV>

### City of Port Jervis

Port Jervis City Civil Service Commission

14 -20 Hammond Street

P.O. Box 1002

Port Jervis, NY 12771-2771

Telephone: 845-858-4052

Fax: 845-856-0322

### Rockland County

Rockland County Department of Personnel

Sain Building, 4th Floor

18 New Hempstead Road

New City, NY 10956-0956

Telephone: 845-638-5200

Fax: 845-638-5229

<http://www.co.rockland.ny.us/>

### Sullivan County

Sullivan County Personnel Department

County Government Center

100 North Street

Monticello, NY 12701-2701

Telephone: 845-794-3000

Fax: 845-794-2891

<http://www.co.sullivan.ny.us>

### Ulster County

Ulster County Personnel Department

County Office Building -5th Floor

244 Fair Street

Kingston, NY 12402-1800

Telephone: 845-340-3550

Fax: 845-340-3592

<http://www.co.ulster.ny.us/>

## RCLS LIBRARIES ONLINE

### CAREER LINKS

- Finkelstein - Spring Valley  
<http://www.finkelsteinlibrary.org/LibraryServices/JobsandCareer.aspx>
- Haverstraw - <http://www.hkdpl.org/> at top of page click on adult services then career links
- Newburgh  
<http://www.newburghlibrary.org/websites/employ.asp>
- Nyack  
[http://www.nyacklibrary.org/adultservices/website\\_s](http://www.nyacklibrary.org/adultservices/website_s)
- Thrall Library - Middletown  
<http://www.thrall.org/interjob.html>
- West Nyack  
<http://www.westnyacklib.org/research.html#Careers%20and%20Employment> at left of page click on reference then careers and employment link.

## RESEARCH DATABASES

**Learning Express Library**—interactive online learning platform of practice licensing tests and tutorial course series for students and adult learners:

- Albert Wisner-Warwick  
<http://www.albertwisnerlibrary.org/>
- Blauvelt <http://www.rcls.org/blv/>
- Chester <http://www.rcls.org/chs/>
- Cornwall <http://www.cornwallpubliclibrary.org/>
- Ellenville <http://www.rcls.org/epl/>
- Finkelstein– Spring Valley  
<http://www.finkelsteinlibrary.org/>
- Goshen <http://goshenpubliclibrary.org/>
- Greenwood Lake <http://www.gwllibrary.org/>
- Haverstraw - <http://www.hkdpl.org/>
- Nanuet <http://www.nanuetlibrary.org/>
- Newburgh <http://www.newburghlibrary.org/>
- New City <http://www.newcitylibrary.org/>
- Nyack - <http://nyack.lib.ny.us/>
- Orangeburg - <http://www.rcls.org/org/>
- Palisades <http://www.rcls.org/pal/>
- Pearl River  
<http://www.pearlriverlibrary.org/index.html>
- Suffern <http://www.suffernfreelibrary.org/>
- Tappan <http://www.taplib.org/>
- Valley Cottage <http://www.vclib.org/>
- West Nyack <http://www.westnyacklib.org/>
- Woodbury– Highland Mills  
<http://www.rcls.org/wpl/>

**Job & Career Help Centers**—for beginning a job search:

- Blauvelt <http://www.rcls.org/blv/>
- Finkelstein– Spring Valley  
<http://www.finkelsteinlibrary.org/>
- Goshen <http://goshenpubliclibrary.org/>
- Haverstraw <http://www.hkdpl.org/>
- Nanuet <http://www.nanuetlibrary.org/>
- Suffern <http://www.suffernfreelibrary.org/>
- Tappan <http://www.taplib.org/>

**Computer Skill Tutorials**—offers online trainings of Microsoft programs (and much more): Word, Excel, Access, Outlook, Powerpoint:

- Albert Wisner-Warwick  
<http://www.albertwisnerlibrary.org/>

- Greenwood Lake <http://www.gwllibrary.org/>
- Nanuet <http://www.nanuetlibrary.org/>
- Newburgh <http://www.newburghlibrary.org/>
- New City <http://www.newcitylibrary.org/>
- Suffern <http://www.suffernfreelibrary.org/>
- Woodbury– Highland Mills  
<http://www.rcls.org/wpl/>

## LIBRARIES WITH IN-HOUSE CAREER CENTERS

All libraries have resources on cover letters, resumes, Civil Service study manuals, etc.

- **Florida**—Titles, such as Retailing Career Starter; Culinary Arts Career Starter; Teacher Career Starter; Great Interview; Office Basics Made Easy; On-the-Job English; Keystrokes to Literacy and many others.
- **Haverstraw-Rosman Center**—Careers reference sources, civil service; other test preparation books.
- **Moffat-Washingtonville**—Study guides for tests (SATs, GRE, GED) and civil service exams; some college books (like Princeton Review’s Complete Book of Colleges & Financial Aid books); career and resume guides; financial aid forms; local college course listings are available.
- **Nanuet**—Includes all VGM publications; all the Best Jobs and Top Careers titles; resume and interviewing material including a couple of series on VHS and DVD.
- **Newburgh**—Contains career encyclopedia sets, Occupational Outlook; other general reference; folders with civil service job postings, civil service test prep books, continuing ed (GED, GRE, LSAT, etc) test prep books; career/job related newspapers.
- **Rose Memorial-Stony Point** (Fall 2008)—A Business and Career Center which will be mentored and marketed by the local Chamber of Commerce, will serve the needs of local businesses and job seekers. Workshops and public events to be held.

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If you have any comments or questions, please contact

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– or –

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