



# 2013 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.*

Jan. 2012 — 7.8% Dec. 2012— 7.3%  
Jan. 2011 — 7.9% Dec. 2011—6.9%

<http://www.labor.ny.gov/stats/hud/>

**Labor Statistics for the Hudson Valley  
Region Dutchess, Orange, Putnam, Rockland, Sullivan,  
Ulster and Westchester Counties**

Ramapo Catskill Library System (RCLS)  
619 Route 17M • Middletown, NY 10940-4395  
845-243-3747 • 800-327-7343  
[www.rcls.org](http://www.rcls.org)

Robert Hubsher, Executive Director

Comments or questions, please contact  
Grace Riario Public Services Consultant & Outreach Coordinator  
[griario@rcls.org](mailto:griario@rcls.org) • ext. 233

## COLLEGE CAREER CENTERS

### SUNY Orange Office of Career and Internship Services

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

#### Middletown Office

**115 South St. Middletown, NY 10940**

Shepard Student Center, 2nd Floor, Room 227

M-F: 8:30 a.m.—5 p.m.

Evening hours available by appointment, please call 845-341-4444.

#### Newburgh Office

**1 Washington Center Newburgh, NY 12550**

Kaplan Hall, Student Services Central, Room 110

W. only: 9 a.m.—4 p.m.

For additional appointments, please call 845-341-4444.

#### Rockland Community College Career Center

**145 College Road Suffern, NY 10901**

Technology Center, Suite 8220

M. & Th: 8 a.m.—7 p.m. T. W. F.: 8 a.m.—4 p.m.

845-574-4216

<http://www.sunyrockland.edu/current-students/student-services/career-services-center>

(open to students, and Alumni)

#### SUNY Ulster Career Center

**491 Cottekill Road Stone Ridge, NY 12484**

845-687-5091

[www.sunyulster.edu/academics/student\\_services.php](http://www.sunyulster.edu/academics/student_services.php)

(open to students, Alumni and Residents)

## STATE RESOURCES

### Orange County

Orange County Works

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

Click on County Department-Find: Employment & Training

#### 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: 845-858-1464

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.tomorrowsworkplace.org](http://www.tomorrowsworkplace.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

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

General information: 1-877-872-5627

## SCSEP

Community service and work based training program for older workers.

[http://www.doleta.gov/Seniors/html\\_docs/docs/seniorsFAQ.cfm](http://www.doleta.gov/Seniors/html_docs/docs/seniorsFAQ.cfm)

## ACCESS-VR

(Vocational and Educational Services for Individuals with Disabilities) - employment services for the disabled  
<http://www.acces.nysed.gov/vr/>

### Mid Hudson area

(Dutchess, Putnam, Orange, Ulster, and Sullivan Counties)

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

### White Plains

(Westchester and Rockland Counties)

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

## CIVIL SERVICE AGENCIES

### Orange County Civil Service

<http://www.orangecountygov.com>

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

<http://www.middletown-ny.com/>

Middletown City Civil Service Commission  
City Hall -3rd Floor  
16 James Street Middletown, NY 10940-0940  
Telephone: 845-341-4106 Fax: 845-343-3039

#### City of Newburgh

<http://www.cityofnewburgh-ny.gov/>

Newburgh City Civil Service Commission  
City Hall -1st Floor  
83 Broadway Newburgh, NY 12550-2550  
Telephone: 845-569-7340 Fax: 845-569-7449

#### City of Port Jervis

Port Jervis City Civil Service Commission  
14 -20 Hammond Street  
P.O. Box 1002 Port Jervis, NY 12771-2771  
Hours: 10am to 2pm  
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://rocklandgov.com/>

### Sullivan County

Sullivan County Personnel Department  
County Government Center  
100 North Street  
Monticello, NY 12701-2701  
Telephone: 845-807-0485  
Fax: 845-807-0494  
<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

### ORANGE

- **Newburgh Free Library**  
<http://www.newburghlibrary.org/the-library-for/job-seekers/>
- **Thrall Library - Middletown**  
<http://www.thrall.org/interjob.html>

### ROCKLAND

- **Finkelstein Memorial Library**  
<http://www.finkelsteinlibrary.org/LibraryServices/JobsandCareer.aspx>
- **Nyack Library**  
<http://guides.rcls.org/jobs>
- **Valley Cottage Library**  
<http://guides.rcls.org/vcljjobhunt>
- **West Nyack Free Library**  
<http://www.westnyacklib.org/research.html#Careers%20and%20Employment>

## ONLINE RESOURCES AT YOUR LOCAL LIBRARY

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

- Blauvelt - <http://blauveltfreelibrary.org/>
- Chester - <http://www.rcls.org/chs/>
- Cornwall - <http://www.cornwallpubliclibrary.org/>
- Ellenville - <http://eplm.sharepoint.com/Pages/default.aspx>
- Greenwood Lake - <http://www.gwllibrary.org/>
- Haverstraw - [www.hkdpl.org/](http://www.hkdpl.org/)
- Newburgh - [www.newburghlibrary.org/](http://www.newburghlibrary.org/)
- New City - [www.newcitylibrary.org/](http://www.newcitylibrary.org/)
- Nyack - <http://nyacklibrary.org/>
- Orangeburg - [www.orangeburg-library.org/](http://www.orangeburg-library.org/)
- Palisades - [www.palisadeslibrary.org](http://www.palisadeslibrary.org)
- Pearl River - [www.pearlriverlibrary.org](http://www.pearlriverlibrary.org)
- Spring Valley - [www.finkelsteinlibrary.org/](http://www.finkelsteinlibrary.org/)
- Stony Point - [www.rosememoriallibrary.org/](http://www.rosememoriallibrary.org/)
- Suffern - [www.suffernfreelibrary.org/](http://www.suffernfreelibrary.org/)
- Tappan - <http://www.taplib.org/>
- Valley Cottage - <http://www.vclib.org/>
- West Nyack - <http://www.westnyacklib.org/>
- Warwick - [www.albertwisnerlibrary.org/](http://www.albertwisnerlibrary.org/)

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

- Albert Wisner-Warwick  
<http://www.albertwisnerlibrary.org/>
- Blauvelt Free Library  
<http://blauveltfreelibrary.org/>
- Haverstraw King Daughters Library  
[www.hkdpl.org/](http://www.hkdpl.org/)
- Greenwood Lake Public Library  
<http://www.gwllibrary.org/>
- Newburgh Free Library  
<http://www.newburghlibrary.org/>
- New City Library  
<http://www.newcitylibrary.org/>
- Nyack Library  
<http://www.nyacklibrary.org/>
- Orangeburg Library  
<http://www.orangeburg-library.org/>
- Pearl River Library  
[www.pearlriverlibrary.org](http://www.pearlriverlibrary.org)
- Rose Memorial Library  
[www.rosememoriallibrary.org/](http://www.rosememoriallibrary.org/)
- Suffern Free Library  
[www.suffernfreelibrary.org/](http://www.suffernfreelibrary.org/)
- Valley Cottage Free Library  
<http://www.vclib.org/>
- West Nyack Library  
<http://www.westnyacklib.org/>



**JobNow**—is a unique online service that features expert resume writing assistance, live interview preparation and career coaching. Go to your local public library website to access it.

## LIBRARIES WITH IN-HOUSE CAREER CENTERS

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

### Florida Public Library

4 Cohen Circle  
Florida, NY 10921  
845-651-7659

### Ellenville Public Library and Museum

40 Center Street  
Ellenville, NY 12428  
845-647-5530

### Haverstraw King's Daughters Public Library

Rosman Center  
10 W Ramapo Road  
Garnerville, NY 10923  
845-786-3800

### Moffat Library of Washingtonville

3348 Route 208  
Building 2, Suite 2  
Campbell Hall, NY 10916  
845-496-5483

### Newburgh Free Library

124 Grand Street  
Newburgh, NY 12550  
845-563-3600

### Orangeburg Library

20 South Greenbush Road  
Orangeburg, NY 10962  
845-359-2244

### Port Jervis Free Library

138 Pike Street  
Port Jervis, NY 12771  
845-856-7313

### Rose Memorial Library Association

70 East Main Street  
Stony Point, NY 10980  
845-786-2100

### Thrall Public Library

11-19 Depot Street  
Middletown, New York 10940

## 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.