



JOB POSTING #51
PLEASE POST

The City School District of Albany, New York
An equal/affirmative action employer
Management Confidential Employment Opportunity

Date of Posting: September 6, 2017

Position(s): Administrative Assistant (Anticipated)

Location(s): Academy Park – Human Resources Department

Salary: \$46,000.00

Deadline for Applying: September 20, 2017

Responsibilities:

- Respond to numerous inquiries from employees, applicants, union representatives, district administrators, attorneys, public officials, outside agencies such as the NYS Department of Education and the City of Albany Civil Service Commission, the media, employment agencies, and educational institutions, regarding contract interpretation, recruitment, interviews, hiring and civil service matters. Meet with same individuals as necessary in obtaining and/or communicating needed information
- Conduct research to respond to complex and unusual inquiries under the direction of the supervisor, and assist/advise Human Resources staff in handling similar situations
- Assist in the recruitment, interviewing and hiring process of the District
- Writing and placing advertisements; utilizing the media and creating promotional campaigns as appropriate
- Organizing and participating on interview committees
- Verifying credentials of newly hired teachers, and staying current with the ongoing credentialing process for teacher certifications
- Writing job descriptions
- Organizing the District's participation in selected recruitment fairs
- Calculate and track employee salary and longevity, and complete analysis reports for distribution
- Review and advise appropriate staff regarding specific complex salary exceptions, overtime, pro-rate payroll matters and other special circumstances
- Calculate, review and communicate information regarding employee retirement eligibility
- Review tuition reimbursement applications and eligibility
- Assist in coordinating the professional development training process and Superintendent's Conference days
- Periodically handle payment for certain grants

- Review and distribute (or process) incoming mail for the department
- Compose correspondence such as letters and memos from supervisor
- Secure the school District's employee files
- Organizing and maintaining request forms which need to be submitted to the Board of Education Agenda
- Maintain all civil service lists
- Coordinate travel arrangements for supervisor
- Create, track and maintain a variety of materials and information, such as lists of area schools, Academy Park staff, attendance records, job description manuals, promotional materials, contracts, school calendar, recruitment packets and forms
- Maintain lists of the Instructional Support and Building Curriculum Leadership teams and Special Education chairpersons for each school
- Review meeting agendas and communicate with supervisors as necessary
- Process stipends as appropriate twice per year
- Prepare and administer the Office of Human Resources department budget
- Complete annual Purchase Office Bid packet and make recommendation to supervisor regarding the purchase of equipment and supplies
- Other duties as required

Minimum Qualifications:

- Graduation from a regionally accredited or NYS registered college with an Associate's degree in secretarial studies and at least two years' experience as an executive secretary/administrative assistant OR;
- Graduation from high school or G.E.D. and four (4) years' experience as an executive secretary/administrative assistant

Note: This is a competitive Civil Service position; transfer or appropriate Civil Service Exam is required.

Send a cover letter, resume and application to:

Email: humanresources@albany.k12.ny.us

City School District of Albany

Office of Human Resources

Academy Park

Albany, New York 12207

The City School District of Albany, New York, does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Sexual Orientation, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.