



JOB POSTING #314

PLEASE POST

The City School District of Albany
An Equal Employment/Affirmative Action Employer
Management/Confidential Employment Opportunity

Date of Posting: February 27, 2024

Position(s): Administrative Assistant – Human Resources
Monday - Friday

Location(s): Academy Park

Requirements: Appropriate examination for this title is required for permanent appointment. For additional information and to apply for current Civil Service exams visit: <https://jobs.albanyny.gov/exams>

Salary: \$50,000.00

Deadline for Applying: Continuous to filled

General Statement:

The incumbent is responsible for making independent decisions on problems encountered within a delegated scope of activity. Supervision is exercised over a staff of clerical assistants. Work is performed under the general direction of the head of the department who reviews work through conferences and reports for adherence to departmental policies and standards.

Minimum Qualifications:

- A) Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- B) Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- D) Any equivalent combination of training and experience as defined by the limits of (A) through (C) above.

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

How to Apply

E-mail: humanresources@albany.k12.ny.us

Post: City School District of Albany
Office of Human Resources
1 Academy Park
Albany, NY 12207

The City School District of Albany, does not discriminate on the basis of Age, Race, Color, National Origin, Religion, Disability, Sexual Orientation, Gender Identification, Gender Expression, Transgender Status, Sex, Marital Status, Domestic Violence Status, or Genetic Predispositions in employment or any of its programs and/or activities which it offers or operates, as it is required to do by the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 and the New York State Human Rights Laws.