



**JOB POSTING #151 Repost**  
**PLEASE POST**

**The City School District of Albany**  
**An Equal Employment/Affirmative Action Employer**  
**APSUE Employment Opportunity**

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**Date of Posting:** February 9, 2024

**Position(s):** Office Manager  
Monday – Friday

**Location(s):** Arbor Hill Elementary School

**Requirements:** *This is an Open Competitive or Promotional Civil Service position for external **and** internal candidates\*.*

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:** \$42,967.03

**Deadline for Applying:** Continuous until filled

**General Statement:**

Responsibilities accumulatively reflect clerical and management functions. Position is essential to ensure office administrative effectiveness. This is a 12-month position. Support and link activities of the office/department to include: communications among administrative offices and staff, coordination of office support staff functions, budget support, payroll, and purchase orders.

**Minimum Qualifications:**

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate’s Degree and at least two (2) years of experience in public education and/or business; **OR**
- B) Graduation from high school or possession of a high school equivalency diploma and at least four (4) years of experience in public education and/or business; **OR**
- C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**Responsibilities:**

- Utilize computer network for automated functions such as communication, budgets, and payroll

- Gather and record data daily of all staff absences and overtime and generate attendance and payroll reports
- Review with administrator bi-weekly payroll reports for administrative authorization and distribute paychecks
- Collect, verify, and transmit revenues of various accounts, provide documentation, and record transactions
- Coordinates with administrators and faculty in preparation of bid packets and requisitions
- Maintain building activity calendar
- Other duties as assigned.

*\*Promotional opportunity for current APSUE Members in the following title(s): Typist*

**How to Apply**

**E-mail:** [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)

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

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