



JOB POSTING #296

PLEASE POST

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

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| <u>Date of Posting:</u> | June 8, 2018 |
| <u>Position(s):</u> | Secretary to the Board of Education |
| <u>Location(s):</u> | Academy Park |
| <u>Salary:</u> | \$55,000-\$60,000, based on experience |
| <u>Effective Date:</u> | July 1, 2018 |
| <u>Deadline for Applying:</u> | June 15, 2018, 4:00 PM |

General Statement of Duties: Assists Board of Education members and the Superintendent of Schools by performing administrative duties.

Distinguishing Features of the Class: Incumbent performs clerical and computer work which requires an understanding of office rules, procedures, and practices. The ability to be discreet and professional are requirements of the position. This is a responsible administrative position, which calls for the frequent exercise of independent judgment in the application of established policies and procedures.

Examples of Work: (Illustrative Only)

- Provides support to Board of Education members
- Collects agenda items for Board meetings
- Prepares and distributes Board meeting agendas
- Takes Board meeting minutes in the evening
- Prepares and distributes Board meeting summaries
- Prepares and distributes Board meeting minutes
- Assists in the preparation of the weekly Board update
- Performs a variety of special projects for the Board and the Superintendent
- Prepares/types correspondence and other documents
- Answers phones, responds to routine questions in the Superintendent's office
- Interfaces with District parents, District employees, community members, legislative leaders and the press regarding District and Board of Education issues
- Acts as District's Records Retention Officer, including the verification of student and employee records
- Oversees the District's public vote process
- Maintains general office files
- Other duties as assigned

Required Knowledge, Skills, and Abilities: Must possess a fairly high level of understanding of the work related to the Superintendent's office and of the Board of Education; understanding of educational terminology; skill in word processing and taking minutes; ability to be discreet and professional; good interpersonal skills; ability to work independently on projects and assignments; possession of Notary Public license.

Minimum Qualifications:

- A. Graduation from a regionally accredited or New York State registered college with an Associate's degree in in secretarial studies and at least two years of paid experience as an executive secretary or administrative assistant; or
- B. Graduation from high school or possession of a high school equivalency diploma and at least four years of paid experience as an executive secretary or administrative assistant; or
- C. Any equivalent combination of training and experience as defined by the limits of A and B above.

All applications will be accepted through OLAS

<https://www.pnwboces.org/TeacherApplication/>

Email: humanresources@albany.k12.ny.us

City School District of Albany

Office of Human Resources

1 Academy Park

Albany, N.Y. 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.