



## JOB POSTING #416

### PLEASE POST

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

---

**Date of Posting:** March 6, 2020

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

**Location(s):** Albany High 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:** \$38,937.96

**Deadline for Applying:** March 20, 2020, 4:00 pm

**Job Summary:**

Responsibilities accumulatively reflect clerical and management functions. Position is essential to ensure office administrative effectiveness. This is a 12-month position.

**General Statement:**

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:**

- 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**
- 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

**Examples of Work:** (Illustrative Only)

- 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.

**Required Knowledge, Skills, and Abilities:**

Computer literacy, business and accounting, human relations, communication, coordination, organization, and time management

*\*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

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.