



Peekskill City School District

Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.

**Office
for
Administrative Services**

**Administration Center, 1031 Elm Street, Peekskill, NY 10566-3499
Phone: (914)737-3300 ext. 1550/1551 Fax: (914) 788-7580**

PLEASE POST IN APPROPRIATE AREAS

PERSONNEL BULLETIN #1920-118

ANTICIPATED VACANCIES

November 5, 2019

POSITION: Staff Assistant - Finance & Administration (SPK) (Provisional)

QUALIFICATION: Competitive Civil Service Position
This competitive position requires successful completion of the Westchester County Staff Assistant - Finance & Administration (SPK) examination and requirements

JOB DESCRIPTION: See attached.

LOCATION: Business Department – Central Office

START DATE: December 2019 (tentative)

SALARY: Competitive Salary and Benefits (Confidential Position)

CLOSING DATE: November 12, 2019

INSTRUCTIONS TO APPLICANTS:

Submit letter of interest and resume via e-mail to: www.OLASjobs.org/lhv or personnel@peekskillcsd.org

If you are a Peekskill resident and/or a Peekskill Alumni and are interested in applying, please submit a letter of interest and resume to Dr. Joe Mosey, Assistant Superintendent for Administrative Services at personnel@peekskillschools.org

The Peekskill City School District is an Equal Opportunity Employer and does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status in hiring, educational programs and activities it operates. Candidates must submit to fingerprints clearance.

PEEKSKILL CITY SCHOOL DISTRICT
Staff Assistant - Finance & Administration (SPK)
JOB DESCRIPTION

Primary Function:

Under the supervision of the Assistant Superintendent for Business, the candidate will provide administrative and financial support to the Assistant Superintendent for Business. An incumbent of this Civil Service title is responsible for performing financial and administrative support functions to ensure efficient operations in a school district. Responsibility includes the implementation of policies and procedures which may involve the performance of complex clerical tasks, requiring the ability to work independently and apply sound judgment. Supervision may be a responsibility of this position.

Responsible to:

Assistant Superintendent for Business

Qualifications:

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Good knowledge of the fundamentals of modern office practices, procedures, equipment and terminology; ability to prepare written reports and statistical materials; good knowledge of methods, policies, procedures used to maintain financial records; good knowledge of accounting principles and practices; ability to perform mathematical calculations accurately; ability to maintain complex records and files; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software: ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to comprehend complex oral and written directions; ability to plan and organize work; ability to supervise the work of others: initiative; tact; good judgment: dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

- Graduation from high school or possession of a high school equivalency diploma and either: (a) six (6) years of experience where the primary function was financial recordkeeping: or (b) an Associate's Degree* and four (4) years of experience as described in (a): or (c) a Bachelor's Degree* and two (2) years of experience as described in (a).

SUBSTITUTION:

A Bachelor's Degree* in Business Administration, Public Administration, Accounting, Finance or closely related field may be substituted for five (5) years of the work experience described in (a) above.

SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Job Description

Staff Assistant - Finance & Administration (SPK) (Twelve month position) provides administrative and financial support to the Assistant Superintendent for Business:

- Acts in the role of Deputy Purchasing Agent
- Reviews and approves purchasing requisition
- Assists with the district-wide ordering of supplies and materials and coordinates and works collaboratively with buildings.
- Assist with preparing, mailing and advertising competitive bids and maintains bid files.
- Collects and maintains the fixed asset inventory database.
- Assists with student accident and general liability insurance.
- Assists in the preparation budget development.
- Assists with preparation of contracts for submission for Board action.
- Assists with School Transportation and Food Service Contract and Capital Project Submissions to NYSED. Coordinates Private and Parochial textbook orders and maintains database for tracking number of student attend private and parochial schools.
- The ability to work in a high pace environment while using good judgment is a must.

Evaluation:

- Performance of this job will be evaluated annually by Assistant Superintendent for Business

Salary Range:

Competitive Salary and Benefits (Confidential Position) - Salary is based on experience and credentials (\$70,000- \$80,000)