



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 #2223-075

ANTICIPATED VACANCIES

September 8, 2022

POSITION: Federal Funds Manager

DESCRIPTION:

- Coordinate spending of CRRSA and ARP grants with assistant superintendents and directors to ensure funds are being fully utilized
- Provide increased analytics for CRRSA and ARP grants
- Meet regularly with assistant superintendents to provide updates are staffing and spending for each grant
- Coordinate and process amendments and fiscal requirements for the state for all CRRSA and ARP grants

QUALIFICATIONS: Clerical employee with experience in managing grant funding.

EFFECTIVE DATES: July 1, 2022 – June 30, 2023

STIPEND: \$2,500 (General Fund)

CLOSING DATE: September 16, 2022

INSTRUCTIONS TO APPLICANTS:

Submit letter of interest and resume on-line to: personnel@peekskillschools.org

Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

*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.*