NOTICE OF POSITION

POSITION:
The Superintendent of Schools, Dr. Eric Jay Rossner, is interested in receiving applications from qualified candidates for the position of:

Assistant Business Manager
(Certified)

APPLICATION
Candidates must complete an application available to print through the Human Resources Tab www.poughkeepsieschools.org

QUALIFICATIONS:
SDL OR SDA
Appropriate Business Certification

DUTIES:
The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

Thorough knowledge of modern business administration practices, procedures and equipment; good knowledge of modern accounting practices and procedures; working knowledge of budgetary and purchasing practices; ability to acquire familiarity with the laws, policies, regulations, practices and functions of the school district; ingenuity and resourcefulness in handling administrative problems; ability to plan and supervise the work of others; ability to present data and reports clearly and concisely in either oral or written form; tact and courtesy; good judgement; thoroughness and dependability; physical condition commensurate with the demands of the position.

RESPONSIBILITIES:
The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares financial and statistical information for reports for Board of Education Superintendent of Schools and state authorities.
2. Keeps records of receipts and expenditures and bonded indebtedness.
3. Gather salary and other statistics for tentative school budget, payrolls, purchase orders and other business reports.
4. Conducts correspondence on matters where policy has been determined. 
5. May make periodic inspections of food service maintenance and custodial activities to see that they are performed according to regulations. 
6. May act as purchasing agent and prepare specifications for purchases and issues purchase orders. 

**APPOINTMENT:**
Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be scheduled where appropriate. This position will be given a provisional appointment.

The Poughkeepsie City School District is an Equal Opportunity/Affirmative Action Employer.

**SALARY:** TBD

**EFFECTIVE DATE:** At the earliest possible time after the offer of employment

**APPLICATION DEADLINE:** Open until further notice

SEND LETTER OF INTEREST: Dr. Timothy Wade
Assistant Superintendent of Administrative Services
18 S. Perry Street
Poughkeepsie, NY 12603

*You may also apply through OLAS @ [https://olasjobs.org](https://olasjobs.org)*

Internal applicants may apply with only a letter of interest including permission for the screening committee coordinator to review their personnel files. They are also welcome to submit any additional documentation to support their candidacy.

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.