

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN # 21-22-51
AUGUST 2021**

**DIRECTOR OF ADMINISTRATIVE SERVICES
COLUMBUS ADMINISTRATIVE OFFICES**

NOTICE OF POSITION

POSITION:

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

**DIRECTOR OF ADMINISTRATIVE SERVICES
POUGHKEEPSIE COLUMBUS ADMINISTRATIVE OFFICES**

APPLICATION

Candidates must complete a Letter of Interest in addition to an application and submit to Human Resources.

QUALIFICATIONS:

Candidates must possess a Master's degree and a New York State School District Administrator (SDA), or School District Leader (SDL) certificate by the time of appointment. Candidates with prior administrative experience in an urban school district with a large racially and economically diverse population are preferred and encouraged to apply.

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.

TYPICAL WORK ACTIVITIES:

1. Administers employee benefits programs, including sick leave, and vacation leave;
2. Maintains records, protesting inappropriate charges, compiling necessary information for and occasionally participating in unemployment insurance hearings;
3. Coordinates critical personnel functions such as contract administration and policy recommendation and development;
4. Reviews and maintains personnel records of employees;
5. Compiles data and prepares salary plans for administration's review and approval;
6. Prepares and maintains personnel manual;
7. Advises department heads and employees on personnel and civil service matters;

8. Coordinates all civil service reporting activities, serving as liaison between department heads and the Confidential Secretary;
9. Assists in labor negotiations by gathering and compiling data;
10. Prepares a variety of reports, Personnel Department budget, etc.;
11. Participates in staff meetings with department heads;
12. May be responsible for Equal Employment Opportunity compliance and reporting;
13. Supervises and monitors employee performance evaluation systems;
14. Oversees the hiring of instructional and non-instructional personnel;
15. Processes new hires and supervises onboarding;
16. Supervises employee recruitment procedures including receipt of applications for employment, pre-screening of applicants, organizing recruitment events, and participating in the interview process, when requested;
17. Supervises the establishment and maintenance of personnel records and files, including maintenance of employee records in computer database;
18. Proficiently uses computer software such as complex spreadsheets, word processing, calendar, email, and integrated personnel/payroll database to perform assigned duties;
19. Prepares or supervises the preparation of various reports, including federal and state reports;
20. Assists in contract negotiations with employee organizations when requested;
21. Prepares salary projections for budget purposes;
22. Monitors employee performance appraisal systems;
23. Administers unemployment insurance program;
24. Completes special projects as assigned;
25. Supervises hiring and training substitutes;
26. Facilitates initial selection candidates for for interviews;
27. Assists in recruiting professionals;
28. Monitors the completion of evaluations;
29. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES :

Good knowledge of the principles and practices of modern personnel administration, labor relations and good knowledge of the overall organization of the school district. Good knowledge of modern office practices, procedures and equipment; good knowledge of business arithmetic; ability to read and interpret complex laws, and regulations including those dealing with civil service and certified personnel. Ability to communicate effectively both orally and in writing; ability to compile data and compose correspondence and reports from general instructions; ability to plan and supervise the work of others; ability to learn and use automated information systems; initiative; tact; integrity; physical condition commensurate with the demands of the position

ANTICIPATED EFFECTIVE DATE:

As soon as practicable

APPLICATION

DEADLINE:

Open until filled

SALARY: TBD

**SEND RESUME AND
LETTER OF INTEREST:**

hroffice@poughkeepsieschools.org

Dr. Timothy Wade, Psy.D
Assistant Superintendent of Administrative Services
Department of Human Resources
18 South Perry St.
Poughkeepsie, New York 12601

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.