



A BOCES providing world-class opportunities for the districts we represent.

To provide leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.

Start Date:
January 2023

Location: Central Business Office at NCOC in Grand Gorge

Application Deadline:
December 15, 2022

Salary: \$55,000—\$63,000

NCOC

2020 Jump Brook Road
P.O. Box 382
Grand Gorge, NY 12434
(607) 588-6291

OAOC

1914 County Route 35
Milford, NY 13807
(607) 286-7715

Center Street School

31 Center Street
Oneonta, NY 13820
(607) 431-2562

humanresources@oncboces.org

www.oncboces.org

ONC BOCES is an Equal Opportunity Employer

Assistant School Business Manager

One (1) full-time, 12-month, Non-Unit Mid-Management, Competitive Civil Service, provisional position.

Qualifications and Responsibilities

Civil Service Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma AND

Graduation from a regionally accredited or NYS registered college or university with (a) Bachelor's degree or higher and two (2) years of business office experience; OR (b) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree and four (4) years of business office experience; OR (c) Six (6) years of business office experience (office where professional or clerical duties are performed); OR (d) An equivalent combination of training and experience as defined by the limits of a, b, and c above.

Application

We encourage qualified applicants to submit their resumé, application, transcripts and references to: www.olasjobs.org/southern

Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.

The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.

Qualifications and Responsibilities, continued...

Distinguishing Features of the Class:

This is an administrative support position involving responsibility for assisting the Director of Central Business Office in administering various phases of the management functions of Central Business Office including working with the Director on policies and procedures, serving as a liaison with both internal and external individuals and groups, and supporting other administrative offices as required. There is a high degree of discretion and judgment in performing the duties of the position. The work is performed under the director supervision of the Director of Central Business Office. The incumbent does related work as required.

Typical Work Activities (Illustrative Only)

Assist/Act in a confidential capacity to all managerial staff;
Creates and/or maintain confidential materials including personnel matters/contracts/negotiation materials;
Work with Director of Student Programs on policies and procedures as required;
Serves as liaison with superintendents, Board of Education members, program leaders, staff and other internal and external individuals and groups;
Prioritizes and schedules Director of Student Services Activities;
Reviews and addresses urgent matters which need to be addressed;
Provides as backup support to other administrative offices as required;
Prepares and creates written communications;
Receives all visitors;
Collects information and completes special projects and tasks;
Coordinates events and meetings;
Participates and/or takes minutes in meetings as assigned;
Formats presentations and agendas for meetings, conferences and workshops;
Prepares complex reports;
Prepares materials for Board of Education;
Disseminates materials;
Maintains website management;
Assists Director with all aspects of budget process;
Monitors budgets and purchasing process;
Assists Director with all other duties as assigned.

Full Performance Knowledge, Skills, Abilities:

Thorough knowledge of operation of computers and their application to agency work; good knowledge of budgetary practices and purchasing process; good knowledge of public personnel, office terminology, procedures and equipment; ability to handle administrative details independently; ability to understand policies and procedures pertaining to agency operation; ability to maintain detailed records; ability to prepare and complete complex written reports; ability to effectively communicate both orally and in writing and establish successful relations with others; ability to understand and carry out complex written and oral instructions; ability to maintain a high degree of accuracy, discretion and judgment; ability to assist in a confidential capacity; ability to identify and set priorities.