



People are the core of Otsego Northern Catskills BOCES. We believe in the well-being and happiness of our employees and take pride in taking care of our team members by providing exceptional benefits that support their overall quality of life. We know that employees that are happy and healthy help us to provide world-class opportunities for our students and districts.



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

### **ONC BOCES is seeking an Assistant School Business Manager for the Central Business Office**

Qualified candidates will have the below minimum Civil Service requirements:

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.

Salary: \$55,000—\$63,000

Paid holidays, generous sick and vacation time, NYS retirement, EAP, continuing education assistance, and exceptional insurance, including retiree health insurance, are available.

For more information, please contact:  
[humanresources@oncbooces.org](mailto:humanresources@oncbooces.org)

**[www.oncbooces.org /jobs](http://www.oncbooces.org/jobs)**

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, creed, color, national origin, sex, sexual orientation, gender identity, religion, ethnicity, pregnancy, family status, age, marital status, genetic predisposition, military status, domestic violence victim status, disability and any other class protected by state or federal law 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.

**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.