



Gilbertsville-Mount Upton Central School District VACANCY NOTICE

Administrative Assistant to the Superintendent/District Clerk

The Gilbertsville-Mount Upton Central School District is seeking qualified candidates for the position of Administrative Assistant to the Superintendent/District Clerk.

Terms: Full-time, 12 months

Salary/Benefits: As per Working Agreement

Effective Date: September 1, 2019 (Permanent appointment, 1-year probationary)

Location: District Office

Major Responsibilities: This is a responsible position requiring extreme confidentiality. It calls for the exercise of independent judgment in application of prescribed procedures in responding to unexpected situations, and in performing complex tasks. This position is responsible for performing secretarial duties for the Superintendent and the Board of Education.

Examples of Work Performed

- * Confidential and detailed secretarial work of a varied nature for the Superintendent and the Board of Education (meeting notices, agenda preparation, recording/maintenance of meeting minutes, etc.)
- * Attend all Board of Education meetings and take minutes at each meeting
- * Work closely with all building and District administrators on various tasks
- * Maintain the Board Policy and Regulations Manual
- * Maintain files on all District personnel
- * Post District and Board of Education information on the District website
- * Arrange conferences and schedule all meetings for the Superintendent and the Board of Education
- * Maintain the District calendar
- * Perform other tasks, as assigned

Required Knowledge, Skills and Abilities

- * Maintain strong degree of confidentiality
- * Ability to handle routine administrative details independently
- * Ability to seek comprehensive knowledge of the functions and operations of the Superintendent's office and the Board of Education (Open Meetings Law, Roberts Rules of Order, NYS Education Law)
- * Ability to perform high level clerical duties
- * Must interact with staff, students, parents, visitors and others in a manner that creates respect and confidence toward the Board of Education, District administration and the District as a whole
- * Must work in a collaborative environment and respect/value the dignity of all

Acceptable Experience and Qualifications

- * Degree from a two-year college or accredited business school, with major in business or related field
- * At least two years of experience working in an executive secretarial position or education

To Apply

Send letter of interest, resume and application to: Annette D. Hammond, Superintendent of Schools, Gilbertsville-Mount Upton Central School District, 693 State Highway 51, Gilbertsville, NY 13776.

All positions require completed employment applications, which are available at the District Office and online at <https://www.gmucsd.org/Downloads/G%20M%20U%20Employment%20Application.pdf>.

Phone: 607-783-2207, ext. 140

Fax: 607-783-2254

Closing Date: August 13, 2019