



ITHACA CITY SCHOOL DISTRICT

400 Lake Street • Ithaca, New York 14850

NOTICE OF VACANCY

We envision 6000+ Thinkers. Thinking is foundational to the development of self and society. It is the cornerstone of all creative ideas and problem solving, new scientific discoveries, new products and services, individual and organizational learning, education, business success, interpersonal and intrapersonal communications, all social change and even democracy itself. Our vision is what we see. It motivates us. Our vision is audacious.

Our Mission is to engage, educate, and empower. We will strive to engage all students in the importance and relevance of thinking; to educate every learner to communicate, comprehend, and collaborate for understanding; and to empower all in the ICSD to achieve academic excellence.

Position Title: 1.0 Administrative Assistant 12-Months (38 ½ hours)

Brief Description: The position completes a wide variety of complex administrative tasks for the Transportation Manager including employee payroll, creating purchase orders, accounts payable, maintaining software systems and various electronic lists, dealing with accidents and insurance claims, management of card accounts, assisting with projecting budgets and generating state reports, tracking staff attendance, dispatching drivers, answering telephones, and making supervisory decisions in Director's absence. Other duties as assigned.

Location: Transportation Department

Anticipated Date: February 14, 2023

Posting Dates: February 13, 2023 through February 28, 2023

Required Qualifications:

- The Ithaca City School District is committed to eliminating race, class and disability as predictors of academic performance, co-curricular participation and discipline. Qualified candidates will demonstrate a basic awareness of these commitments and a strong willingness to support these efforts.
- Must Possess flexibility, adaptability, good organizational skills, must be task oriented, work well under pressure and be able to handle multiple tasks; handle work disruptions, schedule changes, unexpected and time sensitive tasks in a calm, professional manner; the ability to address conflicts in a respectful, appropriate manner. Must have excellent interpersonal skills with all adults and children. Must be able to master and be staff expert for several software systems.
Must be eligible for appointment as an Administrative Assistant by Civil Service.
- Candidate should receive their CDL B with P and Ss endorsements within 1 year of appointment and will substitute as school bus driver when needed.

Salary: \$25.09 per hour minimum in accordance with Collective Bargaining Agreement.

Apply: <https://ithacacityschoools.recruitfront.com> (Internal applicants send a letter of interest to Human Resources humanresources@icsd.k12.ny.us).

The Ithaca City School District does not unlawfully discriminate in employment on the basis of age, race, color, religion, creed, ethnicity, national origin, sexual orientation, gender identity and expression, military status, veteran status, sex, disability, predisposing genetic characteristics, marital status, familial status, domestic violence victim status, or other federal/state protected status.