



HADLEY LUZERNE CENTRAL SCHOOL

P.O. Box 200, 27 Hyland Drive, Lake Luzerne, NY 12846

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Beecher Baker Sr.
Superintendent of Schools

*"Let us think of education as the means of
developing our greatest abilities." JFK*

CONFIDENTIAL ADMINISTRATOR / SUPERVISOR 2019

POSITION: School Business Official

AVAILABLE: July 15, 2019 (Approx.)

WORK HOURS: 8:00 A.M. – 4:00 P.M.

REPORTS TO: The Superintendent of Schools

SUPERVISES: Business Office Staff, Food Service Operations, Technology, Facility Operations and Maintenance, Transportation

ADDITIONAL DUTY: District Purchasing Agent, Deputy Treasurer, Records Management Officer, Title IX Coordinator and other duties as assigned.

TERMS OF EMPLOYMENT: Full Time 12 Month Employee with Benefits.

QUALIFICATIONS: Bachelor's Degree (*Masters Preferred*); Holds NYS certification as SDA, SBA, SDBL, OR for Warren County Civil Service appointment as a School Business Manager with supervisory experience preferred. School Business Manager is a competitive class position and be filled based on NYS Civil Service requirements. A provisional/probationary appointment would be made with examination to be held at a later date. Candidate must meet civil service requirements following establishment of an eligible list. Warren County is an EOE/AA Employer.

SALARY: Competitive salary based on experience.

APPLICATION: Interested candidates should submit a letter of interest, resume, OLAS application and include a copy of certification, transcripts and three letters of recommendation on OLAS.org:

APPLY BY: July 2, 2019

POSTING DATE: June 11, 2019

POSTING AUTHORITY: Beecher Baker Sr.
Beecher Baker Sr., Superintendent of Schools

The Hadley-Luzerne Central School is an equal opportunity/AA employer. Non-Discrimination Notice: "The Hadley-Luzerne Central School does not discriminate on the basis of race, color, national origin, creed, sex, age, handicap, or as otherwise decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Accordingly, nothing in any application to this position should be viewed as expressing directly or indirectly any limitations, specifications, or discrimination in connection with those listed areas. The Compliance Officer for Title IX and Section 504 can be contacted at the Business Office, HLCS, PO Box 200, 27 Hyland Drive, Lake Luzerne, NY 12846."