



TONAWANDA CITY SCHOOL DISTRICT

100 Hinds Street, Tonawanda, NY 14150

PLEASE POST

July 6, 2023

Posting No. 341

ANNOUNCEMENT OF VACANCY

POSITION TITLE: CONFIDENTIAL SECRETARY TO THE SUPERINTENDENT AND DISTRICT CLERK

12 month Civil Service Exempt position

- **Confidential Secretary to the Superintendent**, responsible for providing confidential administrative support, including correspondence, personnel issues, preparation of Board agendas, facilitating updates to district policies, assisting with recruitment and certification, interaction with union leadership, processing of legal documents and contracts, coordination of superintendent hearings, coordination of home schooling evaluations and reports, and other duties as assigned by the Superintendent of Schools.
- **District Clerk for the Board of Education**, responsible for providing administrative support, including preparation of minutes, publication of notices, maintenance of Board policies, coordination of annual budget vote, onboarding of new board members, and processing of legal documents and notices.

QUALIFICATIONS: 5+ years administrative experience handling confidential information. Strong interpersonal, service-oriented, organizational, financial, and computer skills. Demonstrated ability to multitask routine and urgent matters, work independently, and meet and manage deadlines. Ability to communicate professionally with district stakeholders, and deal with challenging situations in a positive manner.

STARTING DATE: As early as August 1, 2023

SALARY: Minimum \$45,000, commensurate with education and experience

APPLICATION PROCEDURE:

Send resume, letter of intent and employment-related references to:

Dr. Timothy Oldenburg, Superintendent of Schools
Tonawanda City Schools
100 Hinds Street
Tonawanda, NY 14150
toldenburg@tonacsd.org

DEADLINE: July 16, 2023