

NOTICE OF OPENING **2020-2021**

DIRECTOR OF PERSONNEL

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of public personnel administration; good knowledge of the principles of public school administration; good knowledge of employee interviewing and interviewing techniques; good knowledge of position classification; familiarity with the New York State Civil Service Law; ability to formulate and conduct special studies; ability to deal with officers, employees, and public in all levels and categories; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative and judgment in the conduct of studies and analysis; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three (3) years of experience in personnel work in one or more of the following activities: job classification, job evaluation, professional recruiting, specification writing, salary administration, or employee relations.

SUBSTITUTION: A Bachelor's Degree* in Public Administration, Political Science, Business Administration, Industrial Relations, Human Resources Management or a closely related field may be substituted for one (1) year of the general experience; or a Master's Degree* in one of the aforementioned fields may be substituted for two (2) years of the general experience.

Must be eligible to take and pass the civil service exam.

Salary: \$130,000

Interested candidates should submit a letter of interest by
by Friday, July 3, 2020 to:

www.olasjobs.org/lhv

or

jobpostings@tufsd.org

When applying to jobpostings@tufsd.org please enter the job you are applying to on the subject line.

Ms. Pamela T. Fisk, Assistant Superintendent for Administration