



**Community School District 13**

355 Park Place

Brooklyn, NY 11238

*Meghan Dunn, Superintendent*

Dr. Darlene Cameron, Deputy Superintendent

Lisa H. Pilaski, Executive Director

**D13 Purchasing and Payroll Support**

Dated: September 1, 2024

10 Day Posting

Contingent upon Funding



Position:

Purchasing and Payroll Support

Location:

(85K813) District 13 Office (355 Park Pl, Brooklyn, NY 11238)

Eligibility:

School Secretary

Selection Criteria:

Minimum: Currently an Effective or Satisfactory rated school secretary in District 13 (Preferred) or NYCDOE. 1. Past record of Excellent Attendance and Punctuality.

2. Excellent organizational skills

3. Have FAMIS, EIS, PSPD and/ or other purchasing or payroll background (Preferred)

4. Ability to use MS Outlook, Word, Excel, MS Teams, FAMIS, EIS, PSPD, and ShopDOE (Preferred)

General Duties and Responsibilities

1. Successfully support District 13 in creating purchase orders and entering per session payroll

2. Maintain positive relationships with vendors, central, and field support colleagues

3. Monitor and communicate status updates re POs and per session payments

4. Other duties as designated by the supervisor

Work Schedule

Date: September 1 2024 - June 30, 2025 6:30a-8:00a/2:20p-6:00p

Salary:

Per session rate as per UFT Collective Bargaining Agreement.

Application:

Submit letter of application via email and completed OP175 form no later than September 20, 2024 to:

Lisa Pilaski

355 Park Place

Brooklyn, NY, 11238

LPilask@schools.nyc.gov

RE: Secretary Per Session Posting #1 D13 Purchasing and Payroll Support

Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999 concerning the change in the minimum number of hours for per session activities effective July 1, 1999 and/or service in more than one per session activity in a per session year (July 1, 2004-June 30, 2005)

Requires prior approval of the Chief Executive Officer for the Division of Human Resources. The appropriate Senior Executive, Senior Instructional Manager, Special Education Superintendent, Personnel Manager and any other appropriate head of a Central Headquarters office must make the request in writing (Form OP 175W) and receive written approval before the person can be working in the activity. For details, refer to Chancellor’s Regulation C-175 dated August 27, 1990.

**PLEASE NOTE:** Pursuant to DHR Memorandum dated April 19, 1999, the 270 hour limit will remain in effect for School Psychologists and School Social Workers employed in “School/CSE Assessment Staff” activities only.

**APPROVED:** \_\_\_\_\_