



DCMO BOCES

VACANCY NOTICE

TITLE: Director of Services

LOCATION: Support Services Center, Norwich, NY

REPORTS: District Superintendent

TERMS: 12-month, full-time

QUALIFICATIONS: Valid New York State certification as an administrator at the appropriate level. Master's Degree with administrative experience in a school district or BOCES. Management experience that includes planning; budgeting; personnel selection, supervision and evaluation; and program and curriculum development and assessment. Demonstrated fiscal management skills, including understanding of multi-fund budget and finance procedures/practices.

**RESPONSIBILITIES/
DUTIES:** The work involves supervision and administration of services provided to DCMO BOCES and component districts, including: Special Programs Finance; Cooperative Purchasing; School Food Management, Print Shop, Public Information Services and Courier Service. Does related work as required.

The Director oversees and coordinates the work of service staff in order to ensure that school districts and BOCES participating in these services receive timely and high quality responses to their requests and to also ensure observance with the core values, mission and strategic plan of DCMO BOCES as it pertains to management of these services. The position requires strong interpersonal and technical skills to relate to and serve as a resource for client school districts.

SALARY/BENEFITS: Based upon working conditions

STARTING DATE: July 2019

TO APPLY: Send cover letter, resume and DCMO BOCES Application. Apply by May 17, 2019.

DCMO BOCES Application found at:

<http://www.dcmoboces.com/application>

Apply online

www.OLASjobs.org

<https://dcmo.mightyrecruiter.com>

By mail:

Human Resources Department
Delaware-Chenango-Madison-Otsego BOCES
6678 County Road 32
Norwich, NY 13815-3554

DCMO BOCES does not discriminate based on actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, predisposing genetic characteristic, domestic violence victim status, or any other basis prohibited by New York State and/or federal non-discrimination laws

05/09/2019