



Kathy M. Sheehan  
Mayor

**Director of Human Resources**  
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## **Notice of Job Opening**

**Position:**

School Crossing Officer

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE that this position's civil service jurisdictional classification is Non-competitive.

\*\* Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted a reasonable accommodation for religion or disability. If you offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the office of Human Resources.

**Department:** Police

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$15.86/hour @ 10 hours/week

**Application Deadline:** **Posted Until Filled.**

All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Union Preference:** No

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Wednesday, March 30, 2022.**

## **SCHOOL CROSSING OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work in safeguarding the passage of school children across heavily traveled city streets. Work is scheduled to cover short periods in the morning, noon and afternoon when children are normally traveling to and from school. Work is normally performed independently, however, general supervision is received from police personnel.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Walks with children across heavily traveled streets or stops traffic to allow the passage of children to and from school;
- Uses authorized signals to regulate vehicular and pedestrian traffic;
- Notes violations and reports them to police department;
- Keeps such records and makes necessary reports;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Working knowledge of traffic laws and regulations;
- Ability to exercise judgment and be alert to detect possible danger to children crossing streets;
- Ability to work in the open under varying climatic conditions;
- Ability to deal successfully with children, police officers, and the general public and exercise mature judgment;
- Ability to understand and follow oral and written instructions;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Completion of grammar school.