

# **EAST RUTHERFORD BOARD OF EDUCATION**

## **Job Description**

### **TITLE:**

**SECRETARY TO THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

### **REPORTS TO:**

School Business Administrator/Board Secretary

### **RESPONSIBILITIES:**

To provide secretarial assistance to the School Business Administrator/Board Secretary; performs administrative and secretarial duties in an efficient and confidential manner to promote the smooth and efficient operation of the district Business Office; perform those functions in accordance with NJ Statutes (Title 18A) and regulations which may be delegated or designated by the School Business Administrator/Board Secretary.

### **QUALIFICATIONS:**

1. Business Office / Board of Education Office experience.
2. High school graduate, college or secretarial school courses preferred.
3. Knowledge of office equipment, efficient office procedures and business software including Microsoft Word, Excel, Access, and Outlook
4. Superior secretarial skills; superior written and verbal communication skills.
5. Excellent organizational skills and ability to prioritize work loads and meet deadlines.
6. Strong interpersonal and human relations skills; ability to develop good human relationships including establishing and maintaining effective human relationships with employees as well as with the general public.
7. Working knowledge of the operations and functions of the entire district; capacity to problem solve and ability to develop comprehensive planning with a minimum of supervision and make decisions in accordance with standard school policies and procedures.
8. Possess qualities of adaptability and versatility; ability to work through interruptions.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
10. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

### **DUTIES AND RESPONSIBILITIES:**

1. Prepares and files agendas, minutes, correspondence, reports, and communications for the SBA/BS; takes and transcribes notes; types notices and memorandums; receives and distributes daily mail of the SBA/BS; distributes copies as directed and reproduces materials as needed and maintains a well-organized, up-to-date filing system.
2. Receives and routes incoming telephone calls and correspondence; sorts and distributes mail

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Secretary to the School Business Administrator/Board Secretary (continued)

- and notices.
3. Greets, assists, and logs in/out visitors to the office.
  4. Handles phone calls, schedules appointments, and maintains the calendar for the SBA/BS.
  5. Acts as a liaison between the SBA/BS and all personnel, Board of Education and other members of the community.
  6. Maintains confidentiality as required and appropriate.
  7. Performs usual office routines and other tasks related to the efficient operation of the office.
  8. Maintains office and posts/advertises Board of Education notices.
  9. Willingness to learn accounting applications and operate accounting software.
  10. Maintains/reconciles petty cash account for BOE office.
  11. Assumes such other related duties and responsibilities as may be directed by the School Business Administrator/Board Secretary.

**Specific – School Business Administrator/Board Secretary’s Office:**

1. Assists in preparing agenda for Board meetings; prepares minutes of Board meetings; maintains official minutes book of Board meetings.
2. Establishes and maintains filing system covering all aspects of record retention.
3. Assists in and maintains Business Office Personnel files pertaining to Health Benefits administration (medical, dental, LOA, COBRA), information for all district employees.
4. Maintains Non-Instructional Staff licensure files.
5. Assists in the administration of the Workmen’s Compensation insurance pool and prepares all OSHA related reports.
6. Prepares bid documents and packages related to the district’s purchasing and bidding process, assists in the preparation of bid advertisements and assists in the bid opening process.
7. Coordinates facilities use including processing facilities use applications; maintains list of authorized users; invoices uses according to fee schedule (as applicable); certifies appropriate liability insurance for users.
8. Maintains register of enrollment and attendance for all special education students sent out-of-district and maintain a schedule of tuition payable for O-of-D placements.
9. Maintains Child Nutrition File including filing and verification of Free/Reduced Lunch applications for the district.
10. Organizes/administrates transportation for district student bussing and field trips, maintains contracts and required documentation.
11. Maintains the district’s fixed asset inventory.
12. Processes and places legal advertisements related to Board business.
13. Assists in the annual school election.
14. Assists in making reservations and other arrangements for activities of the Board of Education.
15. Process School Ethics forms.
16. Assists in the preparation and submission of state, federal and local reports, including but not limited to DRTRS, Child Nutrition, Non-Public programs, etc.
17. Assists in data entry pertaining to the Accounting Software and assists in the preparation of required monthly reports of the BA/BS office.
18. Responsible for data input and printing of district purchase orders as deemed necessary and appropriate by the School Business Administrator/Board Secretary or Superintendent.
19. Assists SBA/BS in the preparation of various documents and miscellaneous reports as deemed necessary and appropriate by the School Business Administrator/Board Secretary or

**JOB DESCRIPTION:**

Secretary to the School Business Administrator/Board Secretary (continued)  
Superintendent.

**TERMS OF EMPLOYMENT:**

Salary, terms and conditions and work year to be determined  
by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions  
of the Board of Education's Policy on evaluation of non-certificated  
personnel.

**APPROVED:**

2/23/12

Legal References:

- N.J.S.A. 18A:6-7.1 through- 7.5 Criminal history record
- N.J.S.A. 18A:16-1 Officers and employees in general
- N.J.S.A. 18A:16-2 Physical examinations; requirements
- N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
- N.J.A.C. 6:3-4A Requirements of physical examinations
- Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.