

## CENTRAL OFFICE

---

**TITLE:** EXECUTIVE SECRETARY TO BUSINESS ADMINISTRATOR/BOARD SECRETARY

**REPORTS TO:** BUSINESS ADMINISTRATOR/BOARD SECRETARY

**QUALIFICATIONS:**

1. High school diploma; secretarial and computer training
2. Minimum of three years' experience in central office or school office work
3. Experience with Microsoft Word, Excel and Outlook, and mail merge functions in various programs
4. Knowledge of automated office equipment and excellent secretarial skills
5. Strong analytical, communication, and human relations skills
6. Ability to maintain confidentiality as required and appropriate
7. Required criminal history background check and proof of U.S. citizenship or legal residential alien status

**JOB GOAL:** Serves as the Business Administrator's confidential secretary and assists the Business Administrator in selected business functions.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in preparation and electronic submission of annual school budget.
2. Prepares budget information books for board members and administrators.
3. Coordinates annual school election, as required.
  - a. Accepts nominating petitions.
  - b. Coordinates with Township officials.
  - c. Records results on election night and submit to County Office.
  - d. Prepares Budget Defeat packages, if necessary.
4. Submits advertisements and notifications to newspapers of Board meetings and Executive Sessions in accordance with Sunshine Law.
5. Attends monthly board meetings for the purpose of recording minutes.
6. Types, distributes and maintains permanent record of minutes of monthly meetings.
7. Monitors compliance with the filing of the Annual Financial Disclosure/School Ethics Reports.
8. Assists the Records Custodian with OPRA compliance.
9. Assists the Business Administrator with Grant Programs, including applications and submissions.
10. Maintains project files.
11. Processes requisitions as directed by Business Administrator.
12. Prepares agendas/board packets as directed by Board Secretary.
13. Assists with annual audit.
14. Notifies/registers Board members for elective/mandatory training.
15. Manages the retention of records according to State of New Jersey – Division of Archive & Records.
16. Performs routine office functions.
17. Assists Accounting Manager with completion of CAFRA Report.
18. Performs general secretarial duties for Business Administrator/Board Secretary and Accounting Manager, i.e. word processing, filing, taking phone messages, faxing, e-mailing, phone calls, coordinating appointments, copying, scanning, etc.
19. Maintains confidentiality in all aspects of the job.
20. Performs any other duties as assigned by the administrator/supervisor.
21. Cross-trains in various functions within the Central Office.

**NOTE:** Many functions are deadline driven.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the Board of Education

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of Board of Education policy on evaluation of non-certified personnel.

**APPROVED:** July 13, 2004

**REVISED:** May 19, 2015