



SECTION 1130
AREA Administration
TITLE: School Business Administrator/Board Secretary

QUALIFICATIONS

1. New Jersey State Certification as a School Business Administrator.
2. Previous experience desirable in public school business administration and/or as the Secretary of a Board of Education.
3. Exceptional writing, oral, interpersonal, and analytical skills.
4. Knowledge of applicable laws, regulations and procedures.
5. Required criminal history check and proof of US citizenship or legal alien status.
6. Such alternative or additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY

The School Business Administrator reports to the Superintendent of Schools. The Board Secretary reports to the Board of Education.

SUPERVISORY RESPONSIBILITY AND AUTHORITY

The School Business Administrator/Board Secretary shall maintain line and staff authority in accordance with the Board of Education approved district organizational chart.

JOB GOAL:

The School Business Administrator/Board Secretary is the chief financial officer of the school district, and is guided by State law, Board of Education policies and the administrative rules of the Superintendent. The person chosen for this position serves in a dual capacity. The School Business Administrator is directly responsible to the Superintendent in carrying out non-instructional functions of the school system. He or she serves as a member of the Superintendent's administrative team. The Board Secretary is directly responsible to the Board of Education for certain duties as specified by law for a Board Secretary.

The School Business Administrator/Board Secretary must have a wide range of successful academic, administrative and leadership competencies, and must be able to draw selectively on those strengths and skills necessary to ensure that the best possible use is made of the available financial resources in support of the educational program.



TERMS OF EMPLOYMENT

Twelve-month individual contract. Eligible for Benefits. District-Wide and Central Office Non-Instructional Personnel.

PERSONAL EVALUATION:

The School Business Administrator/Board Secretary shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by the Superintendent of Schools at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES:

- A. Relationship with the Superintendent
 - 1. Works harmoniously and cooperatively with the Superintendent, keeping the Superintendent informed on issues, strengths, and needs related to the district's programs and operations.
 - 2. Offers professional advice to the Superintendent on items requiring Board action with appropriate recommendations and supporting data based on thorough study and analysis.
 - 3. Informs the Superintendent and general public on the status of the district's programs and operations.
 - 4. Supports his or her views on business and operational matters to the Superintendent and those of the Board once an official decision has been reached.

- B. Relationship with the Board
 - 1. Works harmoniously and cooperatively with the Board, keeping the Board informed on issues, needs, and operation of the Board.
 - 2. Implements the district's goals, objectives, and policies as well as the state's goals and requirements through his or her areas of responsibility.
 - 3. Performs the responsibilities as Board Secretary without attempting to influence or direct the Board in its action.
 - 4. Offers professional advice to the Board with appropriate recommendations and supporting data based upon thorough study and analysis.
 - 5. Remains impartial to the Board, treating all Board members fairly and consistently.
 - 6. Ensures that the Board operates efficiently in compliance with duties specified by law, statute, and directives.
 - 7. Relieves the Board of paperwork and impediments and executes the instructions of the Board expeditiously.

- C. Community Relations
 - 1. Promotes constructive relationships between the school district and the community.
 - 2. Develops and maintains a cooperative relationship with the news media as requested by the Superintendent of Schools.
 - 3. Responds appropriately to problems and opinions of groups and individuals.
 - 4. Works effectively with public and private agencies.
 - 5. Maintains a professional posture to elected officials and community members.



D. Staff Management

1. Representing the interests and directives of the Board, meets and confers with non-instructional employee groups and representatives.
2. Supervises and evaluates the performance of non-instructional staff members under his or her authority.
3. Develops and maintains staff morale and loyalty to the organization.
4. Organizes the staff so that appropriate decision-making may take place at various levels.

E. Board/Business Functions

1. Safeguards and maintains all records and papers of the Board using a system of recording and filing that ensures retrieval when requested in compliance with the custodian of public records act N.J.S.A. 47:1A-1 et seq.
2. Ensures that the Board is kept informed of all correspondence directed to it and keeps all correspondence confidential.
3. Prepares all outgoing correspondence as directed by the Board.
4. Supervises the execution of appropriate public notices of all Board meetings and arrangement of meeting places.
5. Supervises the timely preparation and distribution of all notices to Board members, meeting agendas, informational packets, and other communications.
6. Supervises the preparation and proper filing of all minutes of all Board meetings.
7. Ensures that all of the business transactions of the Board are conducted effectively, efficiently, and legally.
8. Develops and maintains an efficient and timely system for the administration of the Debt Service Account of the school district.
9. Keeps the Board fully informed of all Board and Committee meetings with accurate and timely detailed written reports of the financial condition of the school district.
10. Meets deadlines.
11. Plans for and implements procedures and actions for business office functions.
12. Demonstrates a working knowledge of New Jersey law and applies this knowledge in all professional endeavors.
13. Ensures that payroll requirements meet time lines and mandates.
14. Works with the County Board of Elections to see that annual and special elections are carried out efficiently, effectively, and legally.
15. Sets procedures to ensure that all required reports are filed in a timely and correct manner.
16. Plans and administers a highly productive investment program.
17. Develops and maintains efficient and effective purchasing procedures in conformance with school needs and legal requirements.
18. Assists the Superintendent in the preparation of the annual budget with accurate and complete information and analysis in the area of non-instructional services, supplies and equipment.
19. Directs the implementation of all building programs and prepares projections of future needs.
20. Develops and administers an effective district-wide maintenance program and, in cooperation with building principals, plans and directs a unified district-wide custodial program.
21. Develops and administers an efficient and cost effective program for the use of school facilities.
22. Develops and administers an efficient and effective pupil transportation



- service that is in conformance with legal and budgetary requirements.
23. Plans for, develops, and administers a cafeteria service which is efficient, effective and in compliance with State and Federal regulations.
 24. Develops and administers a program of inventory control district-wide and the establishment of insurable value of buildings and contents for insurance purposes.
 25. Maintains and administers an effective risk-management insurance program which is cost-effective providing the greatest protection for Board properties and which responds to legal requirements.
 26. Plans for and administers effective and efficient real estate management programs for sites, acquisition and sales, rentals, leases, rights-of-way and easements in conformance with legal requirements.
 27. Plans for and administers and effective and efficient before and after care program in compliance with State and Federal regulations.

I. Other Duties

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools or Board of Education.
3. Adheres to all district policies and regulations, including but not limited to:
 - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
 - b. Physical Examination – 3160
 - c. Substance Abuse – 3218
 - d. Electronic Communications between Teaching Staff Members and Students – 3283
 - e. Sexual Harassment – 3362

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 2018 August 28