

**TITLE:** **Confidential Secretary to the School Business Administrator/Board Secretary**

**QUALIFICATIONS:**

1. High School graduate with business training and experience in an office supervisory role.
2. Prior successful experience in area of application required; 3-5 years preferred.
3. Highly skilled in the use of PC and related software, especially Microsoft Office.
4. Able to handle the detailed procedures required for the position.
5. Effective communication skills – both verbal and written.
6. Strong analytical and organizational skills required.
7. Required to maintain confidentiality.

**REPORTS TO:** School Business Administrator/Board Secretary

**JOB GOAL:** To serve as the Confidential Secretary to the School Business Administrator/Board Secretary and manage the smooth and efficient operation of the Board/Business Office.

**PERFORMANCE RESPONSIBILITIES:**

1. Process incoming correspondence.
2. Handle all correspondence connected with the Board of Education.
3. Prepare the Finance & Infrastructure section of the Board agenda.
4. Prepare and maintain the permanent record of Board proceedings and minutes for the agenda and regular meeting of the Board – including Executive Session.
5. Receive and screen all telephone calls for the School Business Administrator/Board Secretary.
6. Receive all visitors for the School Business Administrator/Board Secretary.
7. Schedule and coordinate all appointments/activities for the School Business Administrator/Board Secretary.
8. Notify Board Members of all meetings.
9. Responsible for posting and publishing/advertising all Public Notices.
10. Coordinate the regular purging of files in accordance with State regulations.
11. Maintain all Board/Business Office files including but not limited to contracts, minutes, titles and deeds.
12. Handle all work necessary to conduct the Annual School Election.
13. Process registration for all Board Member training and conferences.
14. Ensure that the Open Public Meetings Act notice is distributed in accordance with Board Policy.
15. Assist School Business Administrator/Board Secretary with the preparation of reports for the New Jersey Department of Education; including but not limited to the annual district budget, as well as the annual personal and financial ethics disclosures for Board Members and administrators.
16. Function as an office manager in supervising all general office personnel and functions in the

Business Office.

17. Perform other duties as direct by the School Business Administrator/Board Secretary and Superintendent.

**TERMS OF EMPLOYMENT:**

Twelve months per year.

Salary as determined by the Board of Education

**EVALUATION:**

Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures.