

**Union County Educational Services Commission  
Job Description**

**Job Title:** Executive Secretary to the Business Administrator

**Reports To:** Business Administrator/Board Secretary

**Terms of Employment:** 12-Months, Full-Time

**Qualifications:**

1. Earned Associate's Degree in Business Administration, Computer Sciences, Education or other relevant area from an accredited college or university. Bachelor's Degree preferred.
2. Minimum of three years successful employment experience in office management preferably completed in an educational setting.
3. Technology proficiency including Microsoft Office (Word, Excel and Powerpoint), Google Mail and Calendar, and specialized accounting and database applications.
4. Demonstrate excellent clerical and secretarial skills including, but not limited to, word processing, data entry, bookkeeping, organizational, scheduling and filing skills.
5. Highly effective communication and interpersonal skills needed to relate well with school administrators, teaching staff, vendors and members of the local community.

**Responsibilities:**

1. Support the Business Administrator in the efficient and effective operation of the Business Office in the areas of budget development and control, contract management, and buildings and grounds operations.
2. Create requisitions, submit orders, manage accounts and maintain accurate billing records in compliance with policies and procedures developed by the Business Office.
3. Prepare, distribute, track and file annual tuition agreements for students enrolled in Commission schools and programs.
4. Assist with the annual submission of applications for all district workers compensation and liability insurance policies.
5. Perform a diverse range of clerical and secretarial duties including, but not limited to typing letters, filing, photocopying, scheduling appointments and ordering supplies.
6. Assist the Board Secretary in the preparation, distribution and record-keeping of agendas, motions, minutes and attachments submitted to the Board of Directors.
7. Assist with buildings and grounds operations, including oversight of custodial schedules, submission of supply orders, and coordination of maintenance contracts.
8. Coordinate the use of district buildings by outside organizations including assessing rental fees, coordinating custodial coverage and obtaining Certificates of Insurance.
9. Consistently apply good judgment when maintaining confidentiality of records, reports, emails, telephone calls and other sensitive information handled in the department.
10. Perform all other related duties and responsibilities within the scope of employment as assigned by the Business Administrator/Board Secretary.

Board Approved: