EXECUTIVE SECRETARY TO THE BUSINESS ADMINISTRATOR

(Job Description)

QUALIFICATIONS:

- High School Diploma or equivalent
- Minimum of five years' experience in general office work desirable
- Ability to perform high-quality clerical and pertinent related work in a confidential manner
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
- Possess excellent organizational and interpersonal skills with attention to detail
- Possess excellent computer skills including, but not limited to, Google Suite and Microsoft
- Provide evidence that a criminal history record check has been conducted and clearance has been given by the NJ Department of Education (NJDOE) in accordance with the law

PRIMARY FUNCTION:

The primary function of the Executive Secretary to the Business Administrator will be to provide high-level administrative support, including managing schedules, preparing reports, coordinating communications, and ensuring efficient office operations to support the administrator's strategic and operational goals.

REPORTS TO:

Business Administrator/Board Secretary

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Support the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments
- Maintain the Business Administrator's files, as needed
- Maintain strict confidentiality in all aspects of job responsibilities
- Answer and screen telephone calls in the Business Administrator's Office
- Responsible for the Business Administrator's appointments
- Obtain and maintain Notary Public status during employment
- Sort and distribute office and district mail
- Assist in preparation of all budget materials
- Proofread and correct, as needed, all assigned materials before distribution

- Transcribe and complete monthly Board materials and reports
- Assist the Board Secretary in preparing reports and presentations
- Prepare confidential personnel materials and correspondence
- Follow-up with Board Agenda action items as directed by the Business Administrator, including but not limited to, the issuance and distribution of contracts, resolutions, etc.
- Organize and be responsible for all business office files
- Prepare and submit annual NJDOE reports as assigned
- Assist the Business Administrator in preparation of all proposals as required for negotiations
- Implement certain financial aspects of negotiated contracts
- Manage district student registration
- Performs such other tasks and assumes such other responsibilities as assigned by the Business Administrator/Board Secretary

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 the job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. Generally the job requires 50% sitting, 25% walking, and 25% standing with some stooping, kneeling, and crouching. The employee may occasionally lift, carry, push, pull and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus along with prolonged use of computer. The employee frequently will use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, thus requiring fine hand and finger dexterity.

TERM OF EMPLOYMENT:

Twelve (12)-month, Non-Bargaining Unit position.

EVALUATION:

In accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

BOARD APPROVAL:

May 8, 2008; September 20, 2012; May 12, 2025; April 27, 2026