

TITLE: **SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

QUALIFICATIONS: Meet necessary certification requirements of the State of New Jersey.

REPORTS TO: **SUPERINTENDENT OF SCHOOLS**

JOB GOAL: To administer the business offices of the school system, the construction, maintenance, and operation of school plants and properties.

PERFORMANCE RESPONSIBILITIES:

In order to fulfill his/her professional responsibilities, the **SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY** shall:

1. Assist the superintendent in the compilation of a tentative annual school budget for presentation to the Board. He/she shall keep the superintendent and the Board informed regarding the financial implications of various budgetary factors. He/she shall be responsible for developing budgetary procedures for the district in cooperation with the Board and other administrators.
2. Have general supervision and direction over the operation and maintenance of the physical plant and properties of the school system, and shall be responsible for the efficient, and economical operation and maintenance of buildings, grounds and equipment to insure safety, health, comfort and convenience of pupils and teachers. This includes the supervision of transportation coordinator and maintenance foreman.
3. Supervise all maintenance and repairs, and report monthly to the superintendent and the Board of Education.
4. Be responsible for the preparation and checking of contracts and leases to which the Board of Education may from time-to-time become a party.
5. Establish and maintain inventories of all equipment by schools. Copies to be filed in such places as designated by the superintendent and the Board of Education.
6. Be responsible for a system of maintenance records by buildings and grounds operations showing nature of work done, dates, and costs.
7. Be responsible for all administrative matters pertaining to the operation and maintenance

of buildings and grounds.

8. Assist in salary negotiations as required by the Board of Education.
9. Periodically examine all buildings and grounds for hazards and take measures to correct same.
10. Be responsible for the development and maintenance of a complete insurance program for the district. He/she shall maintain a continual appraisal program of all property to hold values at desired level. He/she shall study and make recommendations on all insurance matters and maintain a record of insurance policies.
11. Be responsible for the operation of the district's cafeteria program. He/she shall establish procedures for inventory reporting, standardize cost of menus and prepare profit and loss statements. He/she shall prepare all state reports required in this program.
12. Be responsible for the development of a coordinated pupil transportation for the district. He/she shall be responsible for the operation and maintenance of district-owned buses. He/she shall review routes as developed and negotiate with contractors for renewals or extensions of routes.
13. Prepare, when so required by the Board, specifications for construction, materials, or supplies and shall superintend all advertising of bids and the letting of contracts. He/she shall inspect all work done and the material and supplies furnished under contract and shall, subject to the approval of the Board, condemn or reject unsatisfactory material or work.
14. Have prepared and maintain complete records, maps, blueprints, sketches, evidence of ownership, or of financial or other legal obligations, contracts and agreements affecting all school properties and all alterations on such properties.
15. Attend all meetings of the Board of Education and he/she may attend all meetings of Board committees. He/she shall have no vote.
16. Make such reports to the Board of Education as directed by it, or the Superintendent of Schools.
17. Perform such other duties as required by the Superintendent of Schools and/or by the Board of Education.
18. Be official purchasing agent of the Board and establish procedures for the acquisition of supplies and equipment for the district. He/she shall originate all necessary advertisement for purchase authorizations and process all purchase orders through prescribed procedures, including checking available funds before approving a purchase

order.

19. Be responsible for general oversight of purchase, care and delivery of school supplies and equipment approved for use in the schools.
20. Prepare financial and statistical reports for other governmental agencies including the reporting for Federal and State Funding, NDEA and ESEA.
21. Supervise the preparation of district payroll and maintenance of necessary accounting documents and controls to meet all state and local auditing requirements. He/she shall prepare all required employee contracts, and/or work agreements and reconcile contracts and regular and supplemental payrolls with the budget and official Board action.
22. Supervise the implementing of hospitalization, major medical, and other type of employee benefit plans adopted by the Board. All information relating to such programs shall be distributed through the Business Office.
23. Be responsible for the development of an investment program to utilize all surplus monies of the Board to the greatest financial advantage. He/she shall advise the Board on bonding programs and carry out such programs as instructed by the Board
24. Prepare such materials as necessary, establish dates, and in other ways coordinate the work with outside auditors.
25. Supervise and manage district computer operations including balancing financial and student services priorities.