

BUSINESS ADMINISTRATOR / BOARD SECRETARY

QUALIFICATIONS:

1. Masters degree in education, business management or accounting, certification as school business administrator.
2. A minimum of three years of experience in one of above fields, including at least one year of experience in a supervisory capacity.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable under the statutes of the State of New Jersey.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO:

Superintendent, except as Board Secretary, he/she may report directly to the Board, or be responsible by law to the county superintendent or state department of education.

SUPERVISES:

Assistant board secretary/office manager, coordinator of transportation, coordinator of buildings and grounds, coordinator of cafeterias and business office personnel.

JOB GOALS:

The Business Administrator/Board Secretary shall be responsible for the administration of the business affairs of the district in such a way as to provide the best possible educational services with the resources available. In addition, he/she shall carry out the statutory responsibilities of the Board Secretary.

Secretarial

- A. Assist the superintendent in the preparation of agenda for all regular and special meetings.
- B. Responsible for notifying applicable personnel and organizations of all regular and special Board meetings.

PERFORMANCE RESPONSIBILITIES:

1. Assists the superintendent of schools and assistant superintendents in the preparation of the school budget.
2. Administers to a program of purchasing supplies and requisitions.
3. Administers to the operation of school plants.
4. Administers to the operation of the pupil transportation program.
5. Administers to the operation of the school cafeterias.
6. Administers to the program of accounting and reporting for the financial operation of the district.
7. Supervises the assistant board secretary/office manager and the clerical personnel of the business office.
8. Supervises a program of budget control.
9. Develops and supervises a system of inservice training for business personnel.
10. Interprets the business operations of the school system, under direction of the superintendent of schools, to the community at large.
11. Administers to the district's insurance, pension, annuity, credit union, banking and real estate programs.
12. Prepares such reports as may be required by the superintendent of schools, board of education, state and federal government.,
13. Conducts yearly audit and evaluation of school business practices.

Date: February 2, 1988

Readopted by the Board: July 25, 2007