

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

Title: Board Secretary/Business Administrator

Qualifications:

1. New Jersey School Business Administrators Certificate.
2. Prior experience as Business Administrator and/or Board Secretary
3. Certificate for Public Accounting Preferred
4. Master in Business Administration Preferred
5. Accounting or Auditing Experience Preferred

Primary Function: To serve as Board Secretary, Chief Fiscal Officer, Business Administrator and carry out all duties and functions as defined in NJSA Title 18A, NJAC Title 6 and Board policy.

Reports to: Board of Education on all fiscal and financial matters and to the Superintendent on other matters in accordance with Board policy.

Major Duties and Responsibilities

Board Secretary:

- Attends all meetings of the Board.
- Records all Board Action in the official minutes book.
- Prepares and distribute minutes, notices and agenda of meetings.
- Administers Oath of Office to all new Board members.
- Prepares all materials, notices, etc. required for annual school elections.
- Is the custodian of all securities, documents, title papers, and correspondence directed to the Board.
- Coordinates and facilitates Finance and Infrastructure BOE committee Meetings.

Business Operation:

- With the Superintendent, prepares the annual school budget for presentation to the Board.
- Is the general accountant of the Board and maintains a correct and detailed account of all financial transactions as prescribed by statute and policy of the Board.
- Is responsible for the maintenance and repair of school facilities and grounds.
- Generate all Substandard Room Applications and collect and review all Building Checklists from Principals for accuracy and compliance. Submit appropriate forms to the Executive County Superintendent and arrange for inspections when necessary.
- Supervises the process of leasing the use of indoor and outdoor facilities and for obtaining Board approval to do such.
- Supervises a program for purchasing supplies and equipment and central storage/stockroom.

- Is responsible for the administration of an efficient payroll system, state pension plan, and employee and health benefits program.
- Is responsible for the business operation of Board's general account, school lunch program, and athletic account.
- Is responsible for all financial reports consisting of monthly bill list, Secretary's report, appropriations and expenditure report, annual report of all local state and federal funds, transportation and cafeteria reports.
- Is responsible for the preparation of all advertisements for bids and legal notices concerning the district.
- Supervises the district's insurance program.
- Works with other administrators, architects, attorneys and financial advisors in planning construction, contracting and acquiring suitable financing.
- Provides all necessary information, reports, etc. to the auditor for annual audit of the district's operation.
- Sign all checks, purchase orders, vouchers and legal contracts on behalf of the Board.
- Prepares required grant applications and administer grants which are funded.
- Prepares and submit required State reports.
- Serves as Custodian of School Records consistent with the requirements of the Open Public Records Acts and N.J.S.A. 47:1A-1et seq.
- Coordinates and facilitates all District Green Classroom Committee Meetings.
- Evaluates and completes Annual Performance Reviews for the confidential Secretary to the Business Administrator, the Director of Facilities and Operations, the Director of Transportation, the Cafeteria director, and all Business Office staff.
- Performs other duties from time to time as directed by the Board of Education and Superintendent of Schools.

Terms of Employment: Twelve month position.

Evaluation Criteria: In accordance with provisions of the Board's policy on Evaluation of Professional Personnel

Approved by: Sayreville Board of Education

Adoption/Revision Date: September 16, 2014