



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **CONFIDENTIAL SECRETARY TO THE SCHOOL BUSINESS ADMINISTRATOR/ SCHOOL BOARD SECRETARY**

#### **QUALIFICATIONS:**

1. High School diploma required.
2. Post-high school professional training required.
3. Minimum five years' experience as a secretary or in a similar position.
4. Strong organizational, analytical, computation, communication and human relations skills.
5. Proficiency in the use of a computer system and word processing software (preferably the Macintosh computer and **Microsoft Word** software).
6. Strong dictation and transcription skills.
7. Able to maintain confidentiality as required and appropriate.
8. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Business Administrator/School Board Secretary

**JOB GOAL:** To serve as a confidential secretary to School Business Administrator/School Board Secretary and contribute to the smooth and efficient operation of both the Board/Business Office and the Central Office.

#### **PERFORMANCE RESPONSIBILITIES:**

##### **1. Work Performance**

- a. Performs a variety of secretarial and confidential work as assigned by the School Business Administrator/School Board Secretary and Director of Plant, Operations and Maintenance.
- b. Coordinates the bidding process for the School Business Administrator/School Board Secretary by preparing and advertising

bids, collecting bids, opening bids with the School Business Administrator/School Board Secretary, maintaining a log of bids, placing motions on the Board agenda for the bids and the final award of the bids, and maintaining a file of all bid-related materials.

- c. Maintains the petty cash account for the Central Office and the Transportation Department.
- d. Coordinates the free and reduced-cost lunch program for the district including the distribution and collection of appropriate forms as well as preparation of relevant state, federal and local reports.
- e. Prepares and disseminates the minutes of the District Safety Committee each month.
- f. Processes paperwork for the district's Workers' Compensation Program.
- g. Collects and files the affirmative action documents which are submitted to the Business Office by contractors and vendors.
- h. Coordinates the efficient work flow of the school system relative to the responsibilities of the Director of Plant, Operations and Maintenance.
- i. Establishes and maintains a filing system both for "hard copy" and for computer filing, as well as a set of locked confidential files.
- j. Places and receives telephone calls, records messages for the Director of Plant, Operations and Maintenance and follows up on telephone requests in accordance with the procedures established by the Director of Plant, Operations and Maintenance.
- k. Maintains a schedule of appointments for the Director of Plant, Operations and Maintenance, makes arrangements for conferences, meetings and interviews, and follows up on arrangements to ensure greatest efficiency.
- l. Assists the Director of Plant, Operations and Maintenance in preparing reports required by law, administrative code and board policy.
- m. Takes and transcribes dictation of various types, including correspondence, reports, notices and recommendations.
- n. Processes all mail/correspondence for the Director of Plant, Operations and Maintenance, maintaining appropriate records and filing mail/correspondence as needed.

- o. Maintains automated and hard copy records of personnel evaluations for Building Services Personnel and Transportation Personnel in the district and keeps the Director of Plant, Operations and Maintenance informed of their status.
- p. Maintains an administrative job calendar/tickler file and utilizes its contents to keep the Director of Plant, Operations and Maintenance informed.

**2. Work Traits**

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions.
- c. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- d. Makes efficient use of time and resources available.
- e. Provides well-organized, accurate work.
- f. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

**3. Professional Development**

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

**4. School/Community Relations**

- a. Demonstrates a willingness to assist and work cooperatively with colleagues.
- b. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.

**5. Other**

Performs such other tasks and assumes such other responsibilities as assigned by the School Business Administrator/School Board Secretary.

**TERMS OF EMPLOYMENT:** Confidential position. Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Non-Certificated Personnel.

**SOURCE:** Regular Board Meeting  
**DATE:** September 8, 1994  
**REVISED:** September 13, 1995  
**REVISED:** July 24, 1996  
**REVISED:** March 10, 1999