



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **SCHOOL BUSINESS ADMINISTRATOR/ SCHOOL BOARD SECRETARY**

#### **QUALIFICATIONS:**

1. New Jersey State Certification as a School Business Administrator.
2. Minimum of three years of successful experience as a School Business Administrator/School Board Secretary or Assistant School Business Administrator/Assistant School Board Secretary.
3. Strong human relations and communication skills.
4. Experience in GAAP budgeting, transportation services, insurance, policies, regulations, and grant development.
5. Strong background in facilities maintenance, planning and oversight.
6. Experience in facilitating renovation and construction projects.
7. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
8. Such alternatives to the above qualifications as the Board may find appropriate.

**REPORTS TO:** Superintendent of Schools/Board of Education

**JOB GOAL:** To process all correspondence of the Board of Education and expeditiously execute its instructions and to administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

#### **PERFORMANCE DUTIES:**

##### **A. Secretary to the Board of Education**

1. Attends all Board Meetings, keeping full and accurate minutes.

2. Gives public notice of all Board Meetings as required by Chapter 231, "The Open Public Meeting Act."
3. Prepares, in consultation with the superintendent and board president, an agenda setting forth all known items of business to be considered at a meeting and delivers the agenda to appropriate persons as provided by statute and board policy.
4. Publishes all legal notices concerning district business.
5. Performs all other such duties as may be prescribed by statute.

**B. Budget and Planning**

1. Assists in the planning, preparation and implementation of the annual budget, as well as long-term planning in terms of community resources and needs.
2. Consults with other administrators, architects, attorneys, and financial advisors in planning construction, contracting and in acquiring suitable financing.
3. Supervises a program of budget control.

**C. Accounting and Finance**

1. Supervises the accounting system necessary to provide the Board of Education and administrators with accurate financial reports.
2. Supervises the management of the financial affairs of the school district.
3. Supervises the collection, safekeeping and distribution of all funds.
4. Assumes general responsibility for the operation of the district's insurance program.

**D. Payroll and Purchasing**

1. Is responsible for all purchasing in accordance with the law and board policy.
2. Acts as the district's payroll officer.

**E. Personnel Administration**

1. Participates in the recruitment, selection, recommendation and assignment of classified personnel.

2. Plans and implements programs of staff development to improve the skills of classified personnel and to address state and federal laws and regulations.
3. Supervises building services personnel and all office services personnel assigned to the business office.

**F. Building and Support Services**

1. Assumes responsibility for maintaining the physical school facilities in a condition of operating excellence, cleanliness, and safety so that full educational use may be made of them at all times.
2. Assumes responsibility for maintaining all non-instructional, district-owned equipment in a condition of operational efficiency so as to ensure full educational use of the school plant and facilities.
3. Assumes responsibility for maintaining the grounds of all district schools and facilities in a condition of safety, cleanliness, and aesthetic attractiveness.
4. Preserves and protects all district property so as to minimize funds needed for repair of property and replacement of equipment.
5. Assumes responsibility for the operation of the pupil transportation program.
6. Assumes responsibility for the operation of school food services and the efficient business management of the school lunch program.
7. Oversees the use of facilities by community organizations and other groups in accordance with Board policy.

**G. School District/Community Relations**

1. Interprets, in cooperation with other administrators and the Board of Education, the school budget and other pertinent areas of school business and financial operations for appropriate audiences.
2. Cooperates with other members of the staff and shares professionally with colleagues.

**H. Professional Improvement**

1. Engages in appropriate studies and activities to improve professional competence.
2. Participates in appropriate local, state and national professional meetings.

3. Keeps informed of the latest research trends and developments in pertinent areas of position responsibilities.

**I. Miscellaneous**

1. Acts as advisor to the superintendent on all matters relating to the business and financial affairs of the district.
2. Prepares all state and federal reports which relate to the business office.
3. Performs such other tasks and assumes such other responsibilities as may be assigned from time to time by the Board of Education and/or the Superintendent.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary to be established by the Board of Education.

**EVALUATION:** Performance of the job will be evaluated annually by the Superintendent in accordance with the provisions of the Board's policy on Evaluation of Administrative Personnel.

**SOURCE:** Regular Board Meeting

**DATE:** June 28, 1995

**REVISED:** August 23, 1995

**REVISED:** December 4, 1996