

LACEY TOWNSHIP SCHOOL DISTRICT

Administrative Assistant to the Business Administrator/Board Secretary

JOB TITLE: Administrative Assistant to the Business Administrator/Board Secretary

REPORTS TO: Business Administrator/Board Secretary

JOB GOAL: Assists the Business Administrator/Board Secretary with the functions of the Business Office in completing assigned duties within the scope of assigned authority; assists in maintaining the responsibility for continuity of office operations in the absence of the Business Administrator/Board Secretary. To work with and assist the Business Administrator/Board Secretary with his or her diversified job responsibilities; to help maintain an efficient office and to support the goals of the school district.

QUALIFICATIONS:

1. Bachelors or Associates degree, Professional School Diploma/Certificate is highly desirable. High School Diploma is required.
2. Minimum Experience in general or school office work as determined by the Board
3. Expertise with computers in word processing, data entry and spreadsheets - preferably with Microsoft Office and Google Docs
4. Strong analytical, organizational, communication and human relations skills
5. Ability to maintain confidentiality as required and appropriate
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

RESPONSIBILITIES:

1. Takes authorized action during the absence of the Business Administrator/Board Secretary using initiative and judgment to see that matters requiring attention are referred to the appropriate delegated authority.
2. Prepares the business office portion of the Board agenda by receiving information from the appropriate individuals.
3. Ensures that the Open Public Records Act Meeting notice is distributed according to Board policy.
4. Prepares and maintains the permanent record of Board proceedings and minutes for the agenda and regular meetings of the Board - including private session, as well as for meetings of the finance committee.

5. Places and receives telephone calls and records messages for the Business Administrator/Board Secretary. Receives all visitors for the Business Administrator/Board Secretary. Makes all appointments for the Business Administrator/Board Secretary and coordinates all of his or her activities.
6. Handles all correspondence of the Business Administrator/Board Secretary and the Board of Education - including Board Member training.
7. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence..
8. Coordinates the regular purging of files in accordance with State regulations.
9. Maintains official files regarding all District contracts, minutes, title papers, deeds, and all other documents to be kept on file.
10. Assists the Business Administrator/Board Secretary with the preparation of reports for the New Jersey Department of Education; including but not limited to reports related to the annual district budget, as well as the annual personal and financial ethics disclosures for Board Members.
11. Carries out such other duties as may be assigned by the Business Administrator/Board Secretary and/or designee.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board's policy on evaluations.

Approved by: Lacey Township Board of Education

Revised: July 20, 2023

Date Approved: May 16, 2016

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
N.J.A.C. 6A:32-6 School employee physical examinations Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.