

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

BUSINESS ADMINISTATOR / BOARD SECRETARY

QUALIFICATIONS:

1. Valid New Jersey Assistant Superintendent for Business Certificate or School Business Administrator.
2. Master's Degree in education, business management, or accounting.
3. A minimum of five (5) years of experience in the field of Business Administration.
4. Such alternatives to the above qualifications as the Board may deem appropriate and acceptable.

REPORTS TO:

Superintendent

JOB GOAL

Responsible for the business affairs and administrative operations of the district to support the best possible educational services as provided by state statue.

SUPERVISES:

PERFORMANCE RESPONSIBILITIES:

1. Is responsible for budget development and long-range financial planning for the district.
2. Coordinates preparation of the budget and assists key administrators in the review of the budget.
3. Arranges for and supervises the preparation, publication, and distribution of budgets as approved by the Superintendent and the Board.
4. Coordinates the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal for action by the Board.
5. Assists in the execution of the enacted budget, including the recommendation of administrative controls where required.
6. Takes the lead in developing improvements in the financial management of the school system, including budget methods, format, and presentation.
7. Works with community organizations and citizens in interpreting the financial needs and impact of the school system by providing program and financial data analyses, through personal appearance, as appropriate.
8. Oversees and directs the total operation of the district's building and grounds program.
9. Oversees and directs the total operation of the district's food service program operations and purchasing and makes recommendations for ongoing efficiency.
10. Oversees and directs the total operation of the district's transportation program and monitors the transportation schedules for cost effectiveness.
11. Oversees and directs the district's general business procedures, i.e., payroll and other financial matters.

12. Monitors the security responsibilities of all district staff assigned to the security for the district in cooperation with the Deputy Superintendent. Overseeing coordination of:
 - Dispatcher's office
 - Measures to minimize violence and vandalism.
 - Assignment of security personnel to designated locations.
 - Location of detection equipment and student security
13. Consults with and makes recommendations to principals, in cooperation with the Deputy Superintendent regarding decisions for use and assignments of security personnel.
14. Confers with the Superintendent regarding fiscal control matters and shares in overall supervision of the Internal Auditor and Fiscal Management.
15. Recommends policy or changes in policy and procedures pertaining to building security, in conjunction with appropriate administrator.
16. Maintains personnel records and submits reports when requested.
17. Recruits, screens, and recommends hiring of security personnel in conjunction with Division of Human Services.
18. Plans and facilitates in-service training programs and work shops in cooperation with the Deputy Superintendent.
19. Prepares and updates security manual with appropriate staff.
20. Oversees coordination of patrol areas of "after hours" for security personnel.
21. Assigns the appropriate personnel to select, assign and supervise security personnel at track, football, and baseball events.
22. Investigates all situations regarding district security.
23. Assigns the appropriate personnel to supervise monitoring of Emergency Management System.
24. Supervises the development of monthly and annual financial reports and other reports as required by the Superintendent and the Deputy Superintendent.
25. Consults with Superintendent and other personnel on questions relating to the district's business affairs.
26. Serves as a resource person for the staff on the district's employee benefit programs including group health insurance, disability insurance, retirement plans, sick leave, personal leave, other leaves of absence, and other related or emerging employee benefit plans.
27. Serves as district coordinator for the development and maintenance of fiscal control procedures.
28. Supervises the Board Secretary's maintenance of the district policy manual for the Board of Education.
29. Oversees administration for all employee benefit programs.
30. Maintains an up-to-date inventory of school property.
31. Directs and monitors the activities of the Board Secretary in the development of Board agendas and minutes.

32. Administers Statutory Responsibilities:

- Gives notices of all regular or special meetings of the Board to the members of the Board and to the public. Attends all meetings of the Board. Keep full and accurate minutes of all meetings of the Board and sends a copy of such minutes to each member of the Board at least one week prior to the next regular meetings of the Board. 18A: 17-7
 - Gives notice, to the legal voters of the district, of annual and special elections required to be held by law and of the object(s) for which the election is called, and is responsible for the complete conduct of the election and property certifying the results of the election. 18A:14-1 et.seq
 - Collects tuition fees and other moneys due to the Board and not payable directly to the custodian of school moneys and transmits same to the custodian of school moneys. 18A:17-8
 - Examines and audits all accounts and demands against the Board and presents same for Board approval.
 - Keeps and maintains accounts of financial transactions of the district as prescribed by the State Board, including a correct detailed account of all expenditures of school moneys. 18A:17-8
 - Reports to the Board each month the amount of total appropriations and cash receipts for each account and all expenditures charged against each account. 18A:17-9
 - Examines, audits, and certifies all claims and demands against the Board and presents claims to the Board of approval and payment. 18A:19-4
 - Together with Board President, certifies all compensation of staff. 18A:19-9
 - Serves as Secretary of the Board of School Estimate without additional compensation. 18A:22-2
 - Works to maintain effective district – community relations and interprets the financial concerns of educational programs to the community. NJAC 6:3-1.18
33. Prepares all reports for Purchasing Department with input from the Comptroller.
34. Meets with appropriate sales representatives and confers with Comptroller and other appropriate administrative staff regarding purchases.
35. Communicates with Cabinet Members regarding purchasing operations.
36. Performs such other duties related to the operation of the Business Office as assigned by the Superintendent, including functions of any higher, equal or lower level position.

**TERM OF
EMPLOYMENT:**

Twelve (12) months position

BARGAINING UNIT:

Confidential Administrator

SALARY:

In Accordance with the Confidential Administrator contract and experience

STATUS:

Hourly___

Salaries **X**

Exempt **X**

Non-Exempt___

EVALUATION:

Performance of the position will be in accordance with the Board's policies and procedures on evaluation.

Board Approved
8/30/2010

Board Approved
October 26, 2015