

# TRENTON BOARD OF EDUCATION

## JOB DESCRIPTION

### Confidential Secretary/ Business Office

**QUALIFICATIONS:**

1. High School Diploma required.
2. Post-high school professional training required.
3. Strong organizational, analytical, communication and skills
4. Proficiency in the use of computer applications
5. Able to maintain confidentiality as required and appropriate

**REPORTS TO:** Business Administrator

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

**SUPERVISES:** N/A

#### PERFORMANCE RESPONSIBILITIES:

1. Performs a variety of secretarial and confidential work as assigned by the School Business Administrator.
2. Assist the Business Administrator in preparing staff and committee meeting agendas.
3. Prepares and disseminates the minutes of the Business Office and Finance committee.
4. Schedule meetings, travel, and appointments for Business Administrator.
5. Keeps Business Administrator informed of meeting schedules and report deadlines.
6. Serves as liaison between Business Administrator and other departments, assisting in the development and completion of projects, attending to routine administrative matters, and coordinating interdepartmental efforts to further communication, as needed.
7. Conducts research, collecting pertinent information and/or conferring with involved individuals regarding projects/programs, providing requested information and researching and compiling data as directed by the Business Administrator.
8. Compile background data and information on issues and/or topics as requested by the Business Administrator.
9. Assist the Business Administrator in administering the Business Office policies and procedures.
10. Update standard operating procedures.
11. Deposit all district checks in the bank daily.
12. Prepares all requisitions for the Business Administrator
13. Prepares all travel documents for the Business Administrator.

14. Responsibility for the assigning and monitoring of the district facilities. (When a building permit is submitted to use a District facility, a calendar is checked to make sure that the requested facility is available).
15. Responsible for implementing the building usage policy for all district or outside vendors. (When a facility is requested for usage from district or non-district employees a process of determining cost and required procedures must be implemented i.e., custodians, security, and certificate of occupancy insurance). The requestor is also given a Use of Facilities Policy and Procedures Manual, which is maintained and updated as requested.
16. Responsible for invoicing, collecting facility usage fees and custodial fees from vendors using District facilities on a limited basis.
17. Responsible for preparing the building usage report for the Finance Board agenda.
18. Performs a variety of administrative task that are highly confidential and sensitive.
19. Researches, complies, assimilates, and prepares confidential and sensitive documents and briefs the administrator regarding content.
20. Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the administrator or staff.
21. Informs others of the Business Administrator position on issues.
22. Composes letters and memoranda in response to inquiries.
23. Produces a variety of documents, charts, and graphs in final form.
24. Reviews, proofreads, and edits documents prepared for the administrator's or executive's signature.
25. Takes and transcribes dictation on technical and confidential matters from the Business Administrator.
26. Develop materials for Business Administrator's use for presentations, conferences, and workshops
27. Assists with preparation of the office budget.
28. Type all confidential budget documents.
29. Prepare all budget documents for administration and staff.
30. Schedule all budget meeting with principals and administrators.
31. Prepare Board members confidential budget books.
32. Prepare organizational charts for all departments and schools for Board approval.
33. Assists in maintaining Business Office files pertaining to Health Benefits.
34. Maintains automated and hard copy records of personnel evaluations for the Business office.
35. Coordinate the bidding process by preparing and advertising bids.
36. Processes and places legal advertisement in newspaper related to Board business.
37. Recommends actions to be taken on office expenditures such as equipment and supply needs.
38. Order supplies and maintain inventory of the Business Office
39. Respond to public inquiries
40. Receive, log, and route all mail received by the Business Office in addition to reviewing and answering correspondence as directed by Business Administrator
41. Establishes and maintains a filing system both for "hard copy" and for computer filing, as well as a set of locked confidential files.

42. Performs various other clerical duties in a training capacity as workloads, temporary absences or emergencies dictate.
43. Record in EDUMET all Business Office employees' time and maintain a calendar book of each Business office employee of time used and remaining time balances.
44. Prepare and update school calendar for review by the School Calendar Review Team assigned by the Superintendent's Office.
45. Assist with inputting backup data entry into the accounting.
46. Gathers all data and documentation for the Business Office QSAC and Budget.
47. Assist the Transportation Department with contracts and agenda preparation.
48. Speak with Board Attorney on confidential matters in the absence of the Business Administrator as needed.
49. Contacts head of security if security is late or absent.
50. Cover lobby area directing visitors to their requested destinations if security is late or not available.
51. Performs all duties of the confidential board secretary in his/her absence.

**TERM OF**

**EMPLOYMENT:** Twelve (12) months position

**BARGAINING UNIT:** Confidential

**SALARY:** In accordance with Confidential Contract Salary Guide to be  
adjusted upon ratification on new contract.

**STATUS:** Hourly\_\_\_\_ Salaries\_ X \_  
Exempt\_\_ Non-Exempt\_\_X\_\_

**EVALUATION:**

**BOARD APPROVAL:** \_\_\_\_\_