

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE BUSINESS ADMINISTRATOR

QUALIFICATIONS:

1. High School Diploma or equivalent, supplemented by a minimum of two years of college or business school.
2. Strong organizational, time management communication and interpersonal skills
3. School business office experience preferred.
4. Must possess strong computer competency skills in word processing, spreadsheets, database and presentational software and knowledge of general office equipment operations and maintenance.
5. Knowledge/experience in bank reconciliations, GAAP budgeting, GASB and the audit process preferred.
6. Ability to work with a minimum of supervision in maintaining the office and completing administrative assignments.
7. Ability to direct other staff members; to organize and schedule related assignments and tasks; and to establish and maintain effective working relationships with other employees.
8. Able to maintain confidentiality and deals with public and staff with courtesy and tactfulness.
9. School District Notary Public
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Business Administrator/Board Secretary

JOB GOAL:

To assist the Board Secretary School Business Administrator in creating an atmosphere of efficiency and to carry out the duties, responsibilities and confidentiality of the office.

PERFORMANCE RESPONSIBILITIES:

1. Perform all secretarial and business functions as assigned and needed by the Business Administrator/Board Secretary to relieve supervisor of routine administrative duties including opening, sorting, distributing and filing incoming mail; answering, screening, and appropriately handling telephone calls and all other types of requests for information; creating and maintaining accurate files and databases; maintain confidentiality and professionalism; schedules work load to meet deadlines;

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2. Complete the necessary Child Nutrition Contracts, National School Lunch Programs application (Schedule A) and Food Distribution applications and submit to the State of New Jersey. Process all Free and Reduced Applications, attend training sessions and perform all state mandated Free and Reduced Lunch functions including Direct Certification, Verification, Civil Rights Compliance, and audit preparation.
3. Prepare worksheets and website submission of all students eligible for Extraordinary Aid.
4. Serve as liaison to insurance company and manage insurance policy updates, claims, quarterly reports, training, and certificates of insurance. Maintain bonds for the Business Administrator and Treasurer. Ensure all district vehicles are added and removed from insurance policy as needed and retain all vehicle titles.
5. Schedule and attend HST, Finance, and Shared Services meetings, compile all information and prepare agenda, record and disseminate meeting minutes, and other meetings as assigned.
6. Advertise Board of Education meetings, prepare resolutions, transcribe meeting minutes, prepare all correspondence as necessary after approvals.
7. Assist the School Business Administrator in the procurement/bidding of services, goods and materials needed for the operation of the school to include: preparing and mailing bid packages, recording bids, advertising and posting bids, and notifying bidders of bid results
8. Ensure all Board Members complete fingerprinting process, mandatory training requirements and Financial Disclosure Statements. Provide all new Board Members with Notify and update all pertinent state and county offices of any changes in Board Members including the A12 Form and Board Census Report.
9. Collect and obtain Business Administrator approval on all Homebound Instruction requests, maintain and update database.
10. Update district website with information including but not limited to calendar, agendas, minutes, and RFQ's.
11. District Notary functions.
12. Perform other related duties as assigned by the Superintendent and/or the Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

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EVALUATION:

Performance of this job will be evaluated in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

LEGAL REFERENCES:

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| <u>N.J.S.A.</u> 18A:4-14 | Uniform system of bookkeeping for all school districts |
| <u>N.J.S.A.</u> 18A:6-7.1-7.5 | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A.</u> 18A:12 | School Ethics Act |
| <u>N.J.S.A.</u> 18A:16-1 | Officers and employees in general |
| <u>N.J.S.A.</u> 18A:17-13 | Assistant and acting secretaries; appointment, powers and duties |
| <u>N.J.S.A.</u> 18A:17-14 | Clerks in the secretary's office |
| <u>N.J.S.A.</u> 18A:18A | Public School Contract Law |
| <u>N.J.S.A.</u> 18A:22 | Budget and Appropriations |
| <u>N.J.S.A.</u> 18A:33 | Facilities in general |
| <u>N.J.S.A.</u> 18A:39 | Transportation to and from schools |
| <u>N.J.S.A.</u> 19:60 | School election |
| <u>N.J.S.A.</u> 47:1A | Public access to government records |
| <u>N.J.A.C.</u> 6A:23 | Finance and business services |
| <u>N.J.A.C.</u> 6A:26-2 | Long range facilities plans |
| <u>N.J.A.C.</u> 6A:26A | District comprehensive maintenance plans |
| <u>N.J.A.C.</u> 6A:27 | Student transportation |
| <u>N.J.A.C.</u> 6A:32 | District operations |