

### **1320 - Duties of School Business Administrator/Board Secretary**

#### Qualifications:

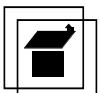
1. School Business Administrator Certificate or eligibility.
2. Experience in budget preparation and administration, and understanding of statutory and code requirements related to school budgeting.
3. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
4. Knowledge of statutory requirements and accepted practices in school districts related to insurance, purchasing, transportation, food services, school plant operations and facility planning.
5. Demonstrated organizational, communication and interpersonal skills.
6. Successful experience in human resource management and understanding of statutory requirements related to public employment and collective bargaining.

#### Reports To:

Superintendent of Schools

#### Supervises:

1. Director of Buildings and Grounds
2. Executive Secretary
3. Assistant Business Administrator
4. Transportation Coordinator

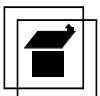


Job Goal:

To administer the business affairs of the district in such a way to provide the best possible educational services with the financial resources available.

Performance Responsibilities:

1. Administers the accounting and payroll systems necessary to insure the accurate and timely payment of all bills and payrolls and to maintain accurate and complete financial records and reports.
2. Assists the Superintendent in the planning and preparation of the annual budget, as well as long-term planning in terms of community resources and needs.
3. Coordinates the planning and progress of all renovations, alterations and construction of school facilities.
4. Coordinates the operation of the school food services and the efficient business management of the food service program.
5. Manages all insurance coverage for the protection of Board of Education interests and prepares and processes claims covered by insurance.
6. Manages the preparation and maintenance of inventories of all buildings, equipment and materials.
7. Administers the maintenance, security and custodial upkeep programs for all school buildings and grounds.
8. Administers the employment, training, evaluation, retention and release of all personnel performing work in his or her area of responsibility and acts as the Board's negotiator with the custodial/maintenance bargaining unit.



# POLICY

## MILLBURN TOWNSHIP BOARD OF EDUCATION

Section 1000 - Administration  
*1320/Page 3 of 3*

9. Directs the purchasing program, including contract administration and specification writing in accordance with state law and Board of Education policy.
10. Administers the rental and public use of all school properties.
11. Assists the Superintendent in interpreting the budget, financial and other related matters to the general public.
12. Supervises the transportation of all students in accordance with state law and Board of Education policy.
13. Plans and supervises all annual and special school election referenda.
14. Invests available working capital in accordance with Board of Education policy.
15. Recommends appropriate policies and changes to the Superintendent for Board action and recommends administrative procedures to implement Board policy.
16. Assists in the preparation of the agenda for Board of Education meetings and supervises the collection and assembly of agenda materials.
17. Serves as Secretary to the Board of Education and performs all duties prescribed by N.J.S.A. 18A.

Adopted: 10 November 1997

