

Exhibit

JOB DESCRIPTION
SECRETARY OF THE BOARD OF EDUCATION/BUSINESS MANAGER

Qualifications

Such qualifications as the board may find appropriate and acceptable

Reports To

The chief school administrator

Job Goal

To relieve the board of paperwork and impediments and to execute expeditiously the instructions of the board and the chief school administrator so that they may devote maximum attention to the central problems of education and policy determination

Duties and Responsibilities

The secretary of the board of education/business manager shall be responsible for the proper performance of the duties and functions assigned to him/her by law and which only he/she can perform including those enumerated in the New Jersey Statutes and those detailed in the rules, regulations, and manuals of the state board of education and state department of education. In addition, he/she shall be responsible for supervising all business operation of the district.

In fulfillment of his/her general responsibility, the Secretary of the board shall include, but not necessarily be limited to, the following:

- A. Provide adequate notice of all public meetings (including the organization meeting) of the board to the members and those requesting notice in accordance with law. (N.J.S.A.10:4-8d, 10:4-19; N.J.S.A. 18A:10-4, N.J.S.A. 18A:17-7)
- B. Record the minutes of all proceedings of the board and the results of annual and special school elections. (N.J.S.A. 18A:17-7)
- C. Post and give notice of annual and special elections. (N.J.S.A. 18A:17-7)
- D. Post and maintain a schedule of the regular meetings of the board. (N.J.S.A.10:4-18)
- E. Be responsible for all duties concerning school board elections as specified in N.J.S.A. 18A:14.
- F. Collect tuition fees and other moneys due the board and transmit them to the custodian of school moneys. (N.J.S.A. 18A:17-8)
- G. Examine and audit all accounts and demands against the board, present them to the board at its meetings, indicate the board's approval and send them to the custodian of school moneys for payment. (N.J.S.A. 18A:17-8 and N.J.S.A. 18A:19-4)
- H. Keep accounts of the school district's financial transactions including a correct detailed account of all expenditures (N.J.S.A. 18A:17-8)

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- I. Report to the board at each regular meeting the amount of the total appropriations and cash receipts for each account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account. (N.J.S.A. 18A:17-9)
- J. Keep all contracts, records, and documents belonging to the board (N.J.S.A. 18A:17-9)
- K. Give the board a detailed report of its financial transactions at the close of each fiscal year and file a copy with the county chief school administrator (N.J.S.A. 18A:17-10)
- L. Report to the commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue and the due dates of bonds or other indebtedness. (N.J.S.A. 18A:17-12)
- M. Prepare a summary of the annual audit and recommendations prior to the meeting of the board to act thereon and supply copies of the summary to interested persons.
- N. Perform such other duties as may be required by the board, (no citation)

The secretary shall before entering upon the duties of his/her office, be bonded by the board in accord with N.J.S.A. 18A:17-6.

In fulfillment of his/her general responsibility as the business manager, he/she shall:

- A. Coordinate and manage the business affairs and plant operation of the school district in such a way as to support and facilitate the instructional program.
- B. Assist in the planning and preparation of the annual budget and long-range financial planning.
- C. Be custodian of all securities, documents, title papers, records, bonds, interest and other papers belonging to the board
- D. Be the general accountant of the board and keep a correct and detailed account of all financial transactions as prescribed by statute and the policy of the board of education
- E. Supervise the district's transportation and food service programs
- F. Be responsible for the maintenance and repair of the school facilities and the operation of the plant
- G. Supervise a program for purchasing supplies and equipment
- H. Interpret the financial status and concerns of the district to the community
- I. Assist in development of a facility expansion program and in supervision of plant construction
- J. Work with other administrators, architects, attorneys and financial advisors in planning construction, contracting, and in acquiring suitable financing
- K. Supervise the district's insurance program
- L. Be responsible for the employment, job status, supervision and assignment of duties for business office personnel
- M. Consult with the chief school administrator and other appropriate personnel as necessary
- N. Undertake special assignments in the interests of the educational program, as requested by the board

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Terms of Employment

Twelve month work year. Salary to be established by the board

Evaluation

Performance shall be evaluated annually by the chief school administrator

Adopted:	November 17, 1989
Revised:	July 31, 2003
NJSBA Review/Update:	January 2009, August 2016, September 2018
Readopted:	April 27, 2009, September 17, 2018, August 16, 2021, January 2024

<u>Legal Reference:</u>	<u>N.J.S.A.</u> 18A:10-4	Secretary to give notice of meeting
	<u>N.J.S.A.</u> 18A:17-7	Secretary to give notices and keep minutes, etc.
	<u>N.J.S.A.</u> 18A:17-8	Secretary; collection of tuition and auditing of accounts
	<u>N.J.S.A.</u> 18A:17-9	Secretary; report of appropriations; custodial duties, etc
	<u>N.J.S.A.</u> 18A:17-10	Secretary; annual report
	<u>N.J.S.A.</u> 18A:17-12	Secretary; annual financial report to commissioner
	<u>N.J.S.A.</u> 18A:19-4	Audit of claims, etc. by secretary; warrants for payment.