

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Confidential Secretary to Business Administrator/Board Secretary**

### **QUALIFICATIONS:**

1. One year of post-secondary training and five years' job experience as a secretary; or  
Graduation from a recognized secretarial skills program and two years' job experience; or  
Five years of successful employment as a school secretary
2. Such other qualifications as may be specified

**REPORTS TO:** Business Administrator/Board Secretary

### **RESPONSIBILITIES:**

#### **A. Board**

1. Prepare and post notices for all Board meetings (public and private sessions), Summer Workshop, and legal advertisement for Budget and Public Hearing
2. Prepare agendas and attachments for Regular Public Monthly Meetings, Special Public Meetings and Reorganization Meetings
3. Organize and prepare minutes of all Board meetings (public and private sessions) and minutes from negotiations with CWCEA and Custodial/Maintenance Association. Distribute to appropriate personnel after approval
4. Prepare Board minutes of Public meetings and attachments for binding in official and permanent Minute Book
5. Monitor and communicate to Board Members mandatory training requirements and register members for training and meetings
6. Prepare official documents (nominating petitions and packets) necessary for election of School Board members
7. Complete and submit Form A-12 Board reorganization to County Office

**B. Public Bids/RFP's**

1. Responsible for the timely processing of annual district contracts:
  - a. Prepare and submit legal notices for advertisement in local paper
  - b. Prepare and distribute bid specification documents for annually bid contracts and professional services proposals (legal and audit)
2. Responsible for Mandatory Affirmative Action Compliance with all publicly bid contracts and preparing district for Dept. of Treasury audits. The district underwent three reviews from 2005-11 and was found to be compliant with state-mandated regulations

**C. County/State Reports**

1. Input data for DRTRS reporting requirements to State for contracted transportation of regular education and special education students
2. Compile and review data from school principals for ASSA prior to submission to Business Administrator
3. Assist Business Administrator with NJQSAC requirements, Annual Ethics Disclosure forms, Annual audit, and School Nutrition Program
4. Maintain active status in SAM.gov with Federal Government to ensure continued access to Federal grants
5. Assist BA in preparation of forms for submission to State for DOE-funded construction projects

**D. School Nutrition Program**

1. Prepare and distribute Free & Reduced lunch applications to schools
2. Determine eligibility status of all applications and send correspondence to households of eligibility status
3. Update POS system, PowerSchool, Food Service Director, and Principals
4. Responsible for Verification Collection Report to State in October
5. Assist BA with Administrative Review by the State for the School Nutrition Program

**E. Bookkeeping**

1. Work with the CPA Manager and Supervisor of Maintenance and Operations to coordinate usage of the CPA, i.e., Certificates of Insurance, custodial overtime, rental payments
2. Prepare billing for custodial overtime for the CPA and other outside facility usage
3. Process FSA (Flexible Savings Account) enrollment for employees
4. Prepare “cash in lieu” vouchers for employees who have waived health coverage (semiannually)

**F. Transportation**

1. Prepare and organize routing schedules for contracted transportation of students
2. Prepare and submit bid specifications for transportation bids to County Executive Superintendent for approval prior to bid
  - Prepare and submit transportation contracts to County for approval
3. Monitor and maintain file on mandated emergency evacuation bus drills
4. Prepare and submit annual certification of bus drivers and bus aides to County, including driver roster and motor vehicle abstracts
5. Obtain twice annual abstracts on Maintenance personnel for insurance purposes

**G. Miscellaneous Office Responsibilities**

1. Prepare contract with Sussex Regional Co-op for transportation of special education students and athletics events and service contracts with Essex Regional Services Commission
2. Maintain a regular filing system and process incoming and outgoing correspondence
3. Manage daily flow of paperwork (requisitions, bills, payroll vouchers) to Business Administrator
4. Ensure that all Special Education tuition, consultant contracts, and rates for each have been approved by the Board
5. Record and maintain attendance records for Business Office

6. Respond to OPRA requests for the Business Office
7. Report insurance claims and manage documentation needed for collection of payments
8. Order certificates of insurance as needed; collect and maintain same certificates of insurance from other outside organizations/vendors
9. Perform other duties as assigned by the Business Administrator