

MONTCLAIR PUBLIC SCHOOLS
Montclair, New Jersey

**Administrative Confidential Secretary
to the School Business Administrator**

REPORTS TO: School Business Administrator

RESPONSIBILITIES:

- 1) Relieves the school business administrator of those administrative duties that do not require his/her direct attention.
- 2) Serves as executive resource person to the district's executive and administrative staff.
- 3) Performs duties and tasks which include but are not limited to the following: record keeping of minutes, maintaining Insurance Policies, Bid Specifications, calendar, files, office managing, and agendas.
- 4) Researches and compiles for the School Business Administrator all information required by Board policy or day-to-day needs.
- 5) Receives and compiles with the School Business Administrator all information required for local, state and federal reports.
- 6) Handles all information and correspondence of confidential nature which cannot be delegated to secretarial staff.
- 7) Makes conference and meeting arrangements for Business Office administrative personnel as assigned.
- 8) Coordinates professional conferences for School Business Administrator, inclusive of travel arrangements.
- 9) Prepares and reviews with the School Business Administrator the agenda for the Board of Education meetings.
- 10) Develops, implements, and maintains secretarial/support procedures for the Business Office.

- 11) Screens and schedules appointments and telephone calls for the school business administrator.
- 12) Attends Board of Education and other meetings as assigned by the School Business Administrator.
- 13) Maintains and monitors all Business Office personnel files, vacation schedules and attendance records.
- 14) Prepares and submits periodic statistical and other reports in areas of responsibility.
- 15) Assists with the preparation of reports related to the financial affairs of the district.
- 16) Assists with the preparation of the annual school district budget, and prepares the budget development calendar.
- 17) Assists the School Business Administrator in the preparation of all financial reports as part of the district's annual audit.
- 18) Under the direction of the School Business Administrator, liaise between the district and its insurance carrier with insurance related matters.
- 19) Processes annual School Ethics Act information and forwards completed documentation to the county superintendent's office and maintains relative files and records.
- 20) Maintains current listing, procedures and files of Chapter 88 Healthcare retirees entitled to receive Medicare premium reimbursements.
- 21) Makes recommendations, as necessary, to assure proper and adequate internal controls are in existence and are maintained.
- 22) Serves as a "trouble shooter" in keeping the School Business Administrator apprised of potential problem areas.
- 23) Receives and distributes work from the School Business Administrator as is required for effective work management.
- 24) Prepares the finance and facilities committee meeting agendas and minutes.

- 25) Performs designated responsibilities of the executive secretary to the Board and executive assistant to the Superintendent of Schools in their absence.
- 26) Handles petty cash.
- 27) Performs other job-related duties as assigned by the School Business Administrator and Assistant School Business Administrator

QUALIFICATIONS:

- 1) High school diploma or its equivalent; an Associate's Degree (or higher) preferred.
- 2) Minimum of Five (5) years' satisfactory experience as an executive secretary.
- 3) Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities.
- 4) Must uphold a strict level of confidentiality.
- 5) Must be able to meet deadlines in a fast-paced quickly changing environment.
- 6) Professional level verbal and written communications skills; exceptional interpersonal skills.
- 7) Expertise with MS Office including Word, Excel, Access, PowerPoint and other productivity software.
- 8) Demonstrated ability to store, retrieve, and integrate information for electronic dissemination.
- 9) Demonstrated ability to manage databases.
- 10) Demonstrated proficiency in oral and written communication and interpersonal skills.
- 11) Availability to work extended hours as required.
- 12) Required criminal history background check, drug screening, and eligibility to work in the United States.
- 13) All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14-7 (L.2011, Chapter 70).

APPLICATION PROCEDURE

Qualified applicants are invited to file applications and credentials via
APPLICANT PORTAL at:

SELECTION PROCEDURE

- 1) Review of credentials filed with the Superintendent of Schools.
- 2) An oral interview will be held to determine the personal qualifications and aptitude of applicants for the position as required.
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in accordance with Board policies related to the appointment of professional personnel.

TERM OF EMPLOYMENT

Twelve-month work year

SALARY RANGE

Unaffiliated/Confidential, based on background, training, and experience.

Approved by the Montclair Board of Education:

May 15, 2023