

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT  
JOB DESCRIPTION MANUAL**

**CENTRAL OFFICE ADMINISTRATION**

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**SCHOOL BUSINESS ADMINISTRATOR / SCHOOL BOARD SECRETARY**

**QUALIFICATIONS:**

1. Valid New Jersey School Business Administrator Certificate or eligibility.
2. Minimum of three (3) years of successful experience as a School Business Administrator/School Board Secretary or Assistant School Business Administrator/Assistant Board Secretary.
3. Demonstrated organizational, interpersonal and communication skills.
4. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
5. Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning.
6. Experience in GAAP budgeting, transportation services, insurance, policies, regulations, grant development, facilities renovation and construction projects.
7. Demonstrated strong background in facilities maintenance, planning and oversight.
8. Successfully completes required criminal history background check and proof of U.S. citizenship or legal resident alien status.
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**REPORTS TO: SUPERINTENDENT / BOARD OF EDUCATION**

**SUPERVISES:** All custodial, grounds, and maintenance personnel inclusive of staff employed for District Referendum Projects; all food service personnel; all transportation personnel; and all business operations staff.

**JOB GOAL:** To supervise, manage and coordinate the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

**PERFORMANCE RESPONSIBILITIES:**

**A. Board Relations/Elections**

1. Notifies all Board members of regular and special meetings. Calls special meetings whenever requested by the Board president or by a petition signed by a majority of the Board. Attends all Board Meetings.
2. Records all proceedings of Board meetings; prepares the official meeting minutes and handles all correspondence of the Board.
3. Gives public notice of all Board Meetings as required by The Open Public Meeting Act.
4. Prepares, in consultation with the superintendent and Board president, an agenda setting forth all known items of business to be considered at a meeting and delivers the agenda to appropriate person as provided by statute and Board policy.
5. Publishes all legal notices concerning district business.
6. Performs duties related to school elections as required by law and works cooperatively with the county Board of elections, the county clerk and district Board of elections in facilitating all regular and special school elections.
7. Presides at the annual reorganization meeting of the Board until such time as a president is elected. Administers the oath of office to newly elected Board members.
8. Performs all other such duties as may be prescribed by statute.

**B. Budget and Finance**

1. Assists the superintendent in the preparation of the annual budget and is responsible for the administration of all phases of the budget throughout the year.

2. Serves as general accountant for the Board. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and Board policy.
3. Assumes responsibility for the audit of all claims, invoices and demands against the Board, presents them for Board approval and arranges for payment.
4. Collects fees and other moneys due to the Board not payable directly to the treasurer of school moneys, deposits funds or transmits such funds to the treasurer for deposit.
5. Serves as the official purchasing agent of the Board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and Board policies.
6. Is responsible for the investment of Board funds in accordance with statute and Board policy.
7. Administers the district's insurance/risk management program.
8. Oversees the preparation of the payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Is responsible for implementing hospitalization, major medical and other types of Board-approved employee benefits plans.

### **C. Personnel Administration**

1. Participates in the recruitment, selection, recommendation and assignment of personnel.
2. Plans and implements programs of staff development to improve the skills of personnel and to address state and federal laws and regulations.

### **D. Facilities/Operations**

1. Oversees and assumes responsibility for the operation and maintenance of all school facilities. Ensures that all local, state/federal standards for health and safety of students and staff are maintained and that required reports are maintained.
2. Assumes responsibility for maintaining all non-instructional, district owned equipment in a condition of operational efficiency so as to ensure full educational use of the school buildings and grounds.

3. Assumes responsibility for maintaining the grounds of all district schools and facilities in condition of safety, cleanliness, and aesthetic attractiveness.
4. Preserves and protects all district property so as to minimize funds needed for repair of property and replacement of equipment.
5. Is responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of district-owned buses; reviews routes; and handles the business aspects of contracted transportation services.
6. Files with the executive county superintendent a report listing the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check.
7. Is responsible for the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
8. Is responsible for overseeing and scheduling the use of school buildings and grounds by authorized groups in accordance with Board policies.
9. Assists the superintendent in the development and implementation of a multi-year (3-5 years) comprehensive maintenance plan and the district's long-range facilities master plan.
10. Assists the superintendent in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, building and equipment; prepares cost data; and cooperates with architect and construction supervisor during construction programs.
11. Assists in all aspects of coordination and execution of District Referendum Projects.
12. Acts as the agent of the Board in site acquisitions and sales/lease of property.

#### **E. Record Keeping**

1. Assists the superintendent and the Board in developing and updating policies of all aspects of the school business operation.
2. Safeguards and maintains all records and papers of the Board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all

reports, minutes of meetings, contracts, communications, and publications, and such other documents as the Board may place in the secretary's custody.

3. Is responsible for the retention and destruction of public documents in accordance with state law and retention schedules and serves as the records management officer.

#### **F. Reporting Requirements**

1. Annually develops and transmits to the executive county superintendent of schools, on or before February 1, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
2. Notifies the executive county superintendent of the names of newly elected or appointed Board members to obtain the state-required Financial and Personal/Relative Disclosure Statements and informs the executive county superintendent of new administrators or supervisors appointed after the April 30 filing date.
3. Prior to the annual submission to the executive county superintendent, checks that the completed disclosure forms have been reviewed to assure that the required forms have been properly filed.
4. Provides to the executive county superintendent the names, home addresses and positions of all persons on the February 1 list of school officials and all newly elected or appointed person who have failed to file as required under the law.
5. Notifies the New Jersey School Boards Association of the names of newly elected or appointed school Board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.

#### **G. School District/Community Relations**

1. Interprets, in cooperation with other administrators and the Board of Education, the school budget and other pertinent areas of school business and financial operations for appropriate audiences.
2. Cooperates with other members of the staff and shares professionally with colleagues.

## **H. Professional Improvement**

1. Engages in appropriate studies and activities to improve professional competence.
2. Participates in appropriate local, state and national professional meetings.
3. Keeps informed of the latest research trends and developments in pertinent areas of position responsibilities.

## **I. Miscellaneous**

1. Acts as advisor to the superintendent on all matters relating to the business and financial affairs of the district.
2. Prepares all state and federal reports which relate to the business office.
3. Appropriately interprets contracts and collective bargaining agreements.
4. Performs such other tasks and assumes such other responsibilities as may be prescribed by law or assigned from time to time by the Board of Education and/or the Superintendent.

**TERMS OF EMPLOYMENT:** 12-MONTHS. Serves in accordance with the terms of the Contract between the Board and the School Business Administrator/School Board Secretary. Salary to be determined by the Board, with prior approval of the Executive County Superintendent.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with New Jersey State law, the provisions of the Board's policy on evaluations of certificated staff, as well as in accordance with the Contract between the Board and the School Business Administrator/School Board Secretary.

**APPROVED BY RFH BOARD OF EDUCATION: March 8, 2022**