

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: School Business Administrator / Board Secretary

QUALIFICATIONS:

1. Valid New Jersey School Business Administrator Certificate or Certificate of Eligibility.
2. Minimum experience as determined by the Board.
3. Understanding of the principles and practices of financial accounting and reporting procedures consistent with New Jersey statute, code and GAAP requirements.
4. Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management, purchasing, transportation, school plant operations and facility planning.
5. Demonstrated organizational, communication and interpersonal skills.
6. Pass a Criminal History Review under the provisions of P.L. 1986, C116 and proof of U.S. citizenship or legal resident alien status.
7. Pass a physical examination in accordance with New Jersey statute, administrative code and Board policy.
8. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent / Board of Directors

SUPERVISES: All transportation personnel and business operations staff

JOB GOAL: To provide leadership for the efficient and effective management of the business office for the maximum benefit of the Commission's educational programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Recruits, screens and interviews applicants, checks references, and verifies credentials for all transportation and business operations staff and makes hiring recommendations to the Superintendent.
2. Supervises and evaluates all transportation and business operations staff.
3. Assists the Superintendent in the preparation of the annual school budget and administers all phases of the budget throughout the year.
4. Serves as general accountant of the Commission maintaining accurate and detailed accounts of all financial transactions as prescribed by New Jersey statute, administrative code and Board policy.
5. Maintains records of all claims, invoices and demands against the Commission and presents them to the Board of Directors for approval.
6. Executes and maintains all contracts and agreements for the Commission's programs and services.
7. Collects tuition, fees and other moneys due to the Commission and maintains all records of billings and collections.
8. Maintains the Commission's fixed asset inventory.
9. Serves as the official purchasing agent of the Commission establishing and implementing procedures for the acquisition and payment of supplies, equipment and services in accordance with New Jersey statute, administrative code and Board policy.
10. Supervises the operation and maintenance of the administration building including projecting facility needs and supervising capital projects.
11. Administers a program for the acquisition and maintenance of the Commission's trailers and vans.
12. Assists the Superintendent in administering the district's insurance / risk management program.
13. Supervises the student transportation program including the establishment of safe and efficient routes and all related business operations.
14. Administers all special revenue grants.
15. Administers payroll operations and the Commission's employee benefits program.
16. Manages the investment of Board funds in accordance with New Jersey statute, administrative code and Board policy.

17. Serves as the Commission's Custodian of Records in accordance with New Jersey statute, administrative code and Board policy.
18. Provides official notice of all Board meetings and other activities as required by New Jersey statute, administrative code and Board policy.
19. Records all proceedings of Board meetings, prepares the official meeting minutes and handles all correspondence of the Board.
20. Conducts the annual reorganization meeting of the Board, administering the Oath of Office to newly elected Board members and presiding until such time as a president is elected.
21. Assists the Superintendent and the Board in developing and updating policies related to the Commission's business operations.
22. Prepares and submits reports and other documents as required by the Superintendent, Board of Directors and other governing agencies.
23. Maintains a program of communication with the Commission's stakeholders to identify needs and to recommend and develop programs and services to address needs.
24. Keeps abreast of developments in school business administration, and provides leadership in determining their appropriateness for inclusion in the Commission's programs and services.
25. Attends and participates in all state, county and local meetings related to responsibilities.
26. Maintains liaison and active participation with leaders in school business administration at the state, regional and national levels.
27. Performs such other duties as may be prescribed by statute, administrative code and Board policy or as assigned by the Superintendent or the Board of Directors.

TERMS OF EMPLOYMENT: Twelve months. Contract terms and salary to be determined by the Board of Directors.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code, and Board policy.

Board Approved: 1/5/2005