



EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent required; associate's degree or higher, preferred
2. Minimum of 3-5 years of administrative support experience, preferably in an educational or public sector setting
3. Strong organizational skills with the ability to manage multiple tasks and priorities effectively and pay keen attention to details
4. Excellent written and verbal communication skills
5. Proficiency in Microsoft Office and/or Google Suite and familiarity with office management software
6. Demonstrated ability to store, retrieve, and integrate information for electronic dissemination
7. Ability to handle confidential information with discretion
8. Ability to work effectively with limited oversight and supervision
9. Strong analytical and problem-solving skills
10. Strong interpersonal skills, with the ability to work collaboratively and maintain positive relationships with colleagues, district staff, and external partners
11. Knowledge of school district operations
1. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
12. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education
13. All applicants must meet NJ residency requirements as per the "New Jersey First Act", N.J.S.A. 52:14-7 (L.2011, Chapter 70)
14. Demonstrated ability to perform the essential duties in the area of responsibility with reasonable accommodation

REPORTS TO: School Business Administrator/Board Secretary

JOB GOAL:

To provide high-level administrative support to the School Business Administrator/Board Secretary, ensuring efficient and effective operations of the business office. The executive assistant is critical in supporting the School Business Administrator/Board



Secretary by managing daily administrative tasks, coordinating board activities, and serving as a key point of contact for internal and external stakeholders.

PERFORMANCE RESPONSIBILITIES:

1. Manage the daily operations of the School Business Administrator/Board Secretary's office
2. Prepare and handle confidential correspondence, reports, and other documents
3. Organize and maintain files, ensuring all records are accurate and up-to-date
4. Coordinate and schedule appointments, meetings and conferences
5. Screen and manage incoming communications, including phone calls, emails, and mail
6. Assist in the preparation, organization, and distribution of Board of Education meeting agendas, minutes, and related documents
7. Ensure compliance with all legal and regulatory requirements related to Board activities
8. Coordinate the logistics for Board meetings, including venue setup, technology needs, and public notifications
9. Record and transcribe meeting minutes, ensuring accuracy and completeness
10. Support the School Business Administrator in budget preparation, monitoring, reporting, and final submission to Executive County Superintendent and Executive County Business Administrator
11. Serve as the primary point of contact between the School Business Administrator/Board Secretary and staff, board members, and the public
12. Facilitate effective communication between the School Business Administrator/Board Secretary and other departments within the district
13. Assist in planning and executing special projects as directed by the School Business Administrator/Board Secretary
14. Coordinate with various departments and external partners to ensure project success
15. Ensure all district policies and procedures are followed in the execution of administrative duties
16. Maintain confidentiality of sensitive information in accordance with district policies and applicable laws
17. Assist with the preparation and filing of required reports and documentation to local, state, and federal agencies
18. Perform other duties as assigned by the School Business Administrator/Board Secretary
19. Responsible for filing the employee workers' compensation insurance carrier
20. Responsible for Maintaining employees files for workers' compensation claims
21. Prepare and submit reports for OSHA yearly filings



PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The physical abilities and other conditions of continued employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment which may be required of this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Personnel Department.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: moderate to heavy lifting, pushing, pulling or carrying is occasionally required; to lift, push, pull and/or carry objects which weigh as much as 15 pounds on a frequent basis; ability to walk frequently

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors;

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Township of Union Public Schools

Date:

Reviewed and Agreed to by:

Date: