

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

Confidential Secretary/ Board Office

QUALIFICATIONS:

1. High School Diploma required.
2. Post-high school professional training required.
3. Strong organizational, analytical, communication and skills
4. Proficiency in the use of computer applications
5. Able to maintain confidentiality as required and appropriate

REPORTS TO: Business Administrator

JOB GOAL: To serve as a confidential secretary to the Business Administrator and contribute to the smooth and efficient operation of both the Board/Business Office and the Central Office.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Prepare agendas for Board meetings.
2. Prepares workshop, regular and executive session minutes for Board meetings
3. Schedules meetings, travel, and appointments for Board members. Prepares itineraries and makes reservations as necessary.
4. Keeps Board members informed of meeting schedules and report deadlines.
5. Processes annual Financial & Personal/Relative Disclosure forms for administrators and Board Members.
6. Gives public notice of all Board Meetings as required by P.L. 1975, Chapter 231, "The Open Public Meetings Act."
7. Prepares, in consultation with the Board Secretary, Board President, and leadership team an agenda setting forth all known items of business to be considered at a meeting and delivers the agenda to appropriate persons as provided by statute and board policy.
8. Publishes legal notices concerning district business, including yearly advertised budget.
9. Responds to requests from the public as directed by the Board Secretary.
10. Interfaces with auditors concerning items that are on the Board agenda.
11. Prepares letters and documents for tenure charges of employees.
12. Develops annual calendar for Board members on key deadlines.
13. Completes on time assignments desired by the Board; responds to Board Member requests for information or clerical assistance.
14. Conducts research, collecting pertinent information and/or conferring with involved individuals regarding projects/programs, providing requested information and researching and compiling data as directed by the Board Secretary.
15. Assists the Board Secretary in administering the Board Office policies and procedures.

16. Maintains a filing system for general records, reports, complaints, correspondence, etc. As needed, purges office files and sends to the warehouse for storage. Keeps a detailed record of all files sent to the warehouse.
17. Prepares all requisitions for Board members and Board Secretary.
18. Prepares all travel documents for the Board members and Board Secretary.
19. Performs a variety of administrative tasks that are highly confidential and sensitive, including processing Executive Session agenda documentation.
20. Researches, compiles, assimilates, and prepares confidential documents and briefs.
21. Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the administrator or staff.
22. Receives and screens incoming calls and visitors, determines which are priority matters, and alerts the administrator accordingly.
23. Informs others of the Board Secretary position on issues.
24. Composes letters and memoranda in response to inquiries.
25. Takes and transcribes dictation on technical and confidential matters from the Board Office.
26. Recommends actions to be taken on office expenditures such as equipment and supply needs.
27. Updates standard operating procedures for Board Secretary's Office.
28. Directs the general public to the appropriate person.
29. Serves as point of contact for QSAC matters relative to the functions of the Board Secretary's office; compiles documentation showing compliance with District Performance Indicators in the Governance section for annual QSAC review by County/State.
30. Prepares archived paper agendas for scanning to CD as a permanent public record, ensuring that all documentation is complete.
31. Assists in setting up for Board meetings; provides Public Participation sign-up and adequate supply of public informational documents and agendas; provides any needed supplies and paperwork at the Board Member dais.
32. Orders light catering for Board meetings from District food service provider.
33. Maintains annual records of Board Member mandatory training classes and reminds Board Members of their obligations in this regard.
34. Assists with ad hoc special projects for the Board, i.e. Superintendent Search.
35. Assists in setting up annual organization meeting of the Board pursuant to N.J.S.A. 18A:10-3. Prepares agenda and annual meeting notice for Business Administrator's review, prepares Oaths of Office for new/reappointed Board Members if requested, consults with Mayor's office regarding swearing in of Board Members.
36. Performs follow-up tasks after the annual organization meeting – files signed Oaths of Office with City Clerk, completes, and transmits New Jersey Department of Education Form A-12 to County Superintendent's Office and to New Jersey School Boards Association, distributes approved Annual Meeting Notice for advertising in the newspaper of record, City Clerk's Office, City Hall and on the District website.
37. Develops agenda deadlines schedule pursuant to the adopted annual meeting notice; arranges for printing and posting on the District website.

38. Assists with annual Board of School Estimate (BOSE) meeting. Arranges for meeting in consultation with the Mayor's office. Legally advertises the meeting. Assembles and distributes meeting packets to BOSE members and administrators. Drafts meeting minutes for Business Administrator's review and sends final minutes to BOSE members.
39. Receives Open Public Records Act (OPRA) requests and distributes to responsible parties for response, following up on open items. Maintains a log of all requests. Responds to requests as applicable if information is publicly on file in Board Office.
40. Maintains the Directory of Personnel and Board Members in the lobby of the Central Administration building, updating as needed.
41. Processes documentation after Board Meetings, including resolutions and agreements. Generates letters to administrators listing Board-approved items applicable to their department/school.
42. Responds to requests for directory information from various organizations, i.e. National School Boards Association, Council of Urban Boards of Education and Rutgers University Center for Government Services.
43. Attends negotiation sessions between the Board and bargaining units to record minutes.
44. Performs all duties of the confidential business secretary in his/her absence.

TERM OF

EMPLOYMENT: Twelve (12) months position

BARGAINING UNIT: Confidential

SALARY: In accordance with Confidential Contract Salary Guide to be adjusted upon ratification on new contract.

STATUS: Hourly___ Salaries_ X _
Exempt___ Non-Exempt__X_

EVALUATION:

BOARD APPROVAL: _____