

1320 DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/
BOARD SECRETARY

- A. Title: School Business Administrator
- B. Qualifications: N.J. Certification
- C. Reports to: Superintendent
- D. The School Business Administrator shall also serve as the full-time Secretary to the Board of Education.
- E. Major Duties and Responsibilities:
 - 1. Assisting in the planning and preparation of the annual budget, as well as long-term planning in terms of community resources and needs;
 - 2. Purchasing, in accordance with the law and Board policy;
 - 3. Working with other administrators, architects, attorneys, and financial advisors in planning construction, contracting, and in acquiring suitable financing;
 - 4. Recruiting personnel for positions of custodians, cafeteria personnel, and maintenance personnel;
 - 5. Cooperating with other administrators and assuming the responsibility for the supervision of maintenance and operation of facilities;
 - 6. Handling business aspects of contracted transportation services;
 - 7. Organizing and controlling the business operation of school food service and the efficient business management of the school lunch program;
 - 8. Supervising the accounting system necessary to provide the Board of Education and administrators with accurate financial reports in all areas except those delegated by statute to the Secretary of the Board of Education;



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9. Providing and maintaining the operation of the insurance program;
 10. Supervising the accurate distribution of payroll for employees in the school district;
 11. Keeping abreast of current research trends and legislation that have impact on education and advising the Board of Education of implications for the district;
 12. Providing leadership in inservice training for all staff members under his direction (custodial, maintenance, cafeteria personnel, and other non-instructional personnel); and
 13. Performing all other duties assigned or delegated by the Superintendent.
- F. Title: Board Secretary
- G. Reports to: Board of Education
- H. The Board Secretary shall be bonded with the amount set and the premium paid by the Board of Education.
- I. Major Duties and Responsibilities:
1. Notifying all members of all regular and special meetings of the Board of Education;
 2. Serving as custodian of all financial and related contracts and documents required by the Board of Education, the State of New Jersey, and other legal agencies;
 3. Collecting tuition fees and other monies due the Board and transmitting them to the Custodian of School Monies;
 4. Recording proceedings of regular and special school meetings of the Board of Education. He/she shall furnish copies of the proceedings of the Board meetings to each member of the Board and to the Superintendent, not later than five days prior to the next regular meeting of the Board;



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5. Submitting at the regular Board meetings a report of the financial condition of the school district, including a record of receipts and expenditures, and presenting all bills to the Board for its approval;
6. Submitting a copy of the Annual Audit to each Board member and discussing the audit and its recommendations at a regular meeting of the Board;
7. Presenting to the Board a detailed report, no later than August 15, of the financial transactions undertaken during the year;
8. Serving as payroll officer;
9. Administering oaths of office to the newly elected members of the Board of Education;
10. Performing all tasks relating to school elections in accordance with State laws;
11. Performing all other duties assigned or delegated by the Board.

Adopted: 21 October 2009
Revised: 28 November 2012

