

DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

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Job Responsibilities:

The School Business Administrator/Board Secretary is to administer the business affairs of the district in accordance with Federal, State, and/or local laws and regulations as they relate to school district operations, in such a way as to provide the best possible educational services with the financial resources available. As the Board Secretary, the responsibility is to relieve the Board of paper work and impediments so that the board may devote maximum attention to the central problems of education and policy determination.

Performance Responsibilities:

1. Assists in the planning and the preparation of the annual budget, as well as long term planning in terms of community resources and needs.
2. Purchases all materials and supplies in accordance with the law and school Board policy.
3. Works with other administrators, architects, attorneys, and financial advisors in planning construction, contracting, and acquiring suitable financing.
4. In cooperation with administrators and the Board of Education, helps interpret the budget to the Community. Communicate Board activities and interests to the public through timely submissions to the news media.
5. Assists in the recruitment of personnel for positions in the area of school business management.
6. Administers the employee benefits programs.
7. Assumes the responsibility for the supervision of maintenance and operation facilities and the personnel office.
8. Manages all transportation services.
9. In cooperation with other administrators, assumes responsibility for the supervision of school food services.



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10. Maintain an accounting system necessary to provide the Board of Education and administrators with accurate financial reports, including those delegated by statute to the secretary.
11. Assume responsibility for the operation of the district's insurance program.
12. Actively participate in the negotiation process of all bargaining units.
13. Oversee payroll and related reports.
14. Ensure prudent handling of revenues to insure maximum income receipts from investments.
15. Maintain adequate records of all Board business, meetings, and activities.
16. Perform other related duties assigned by the Superintendent.

Duties Specified By Law:

Perform all the duties and responsibilities of the Board Secretary as prescribed by State Statute. The duties to be performed as Board Secretary are outlined thoroughly in Title 18A and are a part of this job description.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative and Supervisory Personnel.

Adopted: 03 March 2010
Revisions Adopted: 10 February 2016

