



## RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

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**TITLE:** Executive Assistant to the Business Administrator/Board Secretary

**REPORTS TO:** Business Administrator/Board Secretary

**QUALIFICATIONS:**

1. High School Diploma
2. Minimum of five years' experience in general office work.
3. Excellent interpersonal skills in dealing with the public.
4. Proficient computer skills as required for the job.
5. Good written and oral communication skills.
6. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

**GENERAL DESCRIPTION:**

The executive assistant to the Business Administrator shall have experience working in a confidential setting, excellent communication skills and highly proficient technical skills. Maintenance of data bases, spreadsheets, and electronic files is an integral part of the job as well as dissemination of communications via email and written correspondence.

**ESSENTIAL JOB FUNCTIONS:**

1. Maintains strict confidentiality in all aspects of job responsibilities.
2. Compiles data from a wide variety of diversified sources (e.g., staff members, board members, community organizations, government agencies) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
3. Maintains a wide variety of complex manual and electronic document files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
4. Monitors a variety of activities on behalf of the Business Administrator/Board Secretary for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
5. Performs the duties of the Treasurer of School Monies.
6. Assists in management of food service program.
7. Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature for the purpose of documenting activities, providing written reference, and/or conveying information.
8. Processes a wide variety of complex documents and materials for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
9. Responds to a variety of calls, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
10. Supports Policy Committee in preparing policies and regulations for review and updating.
11. Manages Board and Committee meeting setup within meeting software.
12. Schedules a wide variety of activities for the purpose of making necessary arrangements for the Board members and Business Administrator/Board Secretary.
13. Performs such other tasks and assume such other responsibilities as assigned by the Business Administrator/Board Secretary.

**WORK YEAR:** Twelve-month employee

**DATE APPROVED:**

APPROVED BY:

Board of Education