

# **JOB DESCRIPTION**

## **READINGTON TOWNSHIP BOARD OF EDUCATION**

**FACILITIES/GROUNDS/OPERATIONS**  
**4201 Facilities Manager**  
**Page 1 of 7**

**JOB TITLE:**           **FACILITIES MANAGER**

**REPORTS TO:**       School Business Administrator

**SUPERVISES:**       All Facility Maintenance and Custodial Personnel

### **NATURE AND SCOPE OF JOB:**

Organizes, administers, and leads a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the facilities, grounds, equipment, and furnishings of the district, so that all students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work.

### **QUALIFICATIONS:**

The Facilities Manager shall:

1. Meet the requirements of a “Certified Educational Facilities Manager” pursuant to N.J.S.A. 18A:17-49.
2. Hold an Associate’s Degree or have similar work experience in a field related to organizing and leading a program of maintaining facilities.
3. Have at least five years of experience in construction and/or property management, with a minimum of three years in a supervisory capacity.
4. Demonstrate knowledge of construction codes, health and safety regulations, financial and management practices, purchasing, supervision and motivation of personnel, and state and local regulations regarding the maintenance of buildings and equipment.
5. Hold a Black Seal license.
6. Hold and maintain a valid driver’s license for the type of equipment to be driven, with no serious violations.
7. Have excellent leadership and organizational skills and the ability to motivate people.
8. Have excellent integrity and demonstrate good moral character and initiative.

9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the state required Mantoux-Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
17. Commencing September 1, 2002, no person shall be employed by a board of education of a school district as a buildings and grounds supervisor unless he is a certified educational facilities manager; except that when a vacancy occurs in a position in which the duties of a buildings and grounds supervisor are performed, a board may select, for a period not to exceed two years and commencing on the date of the vacancy, a person who is not a certified educational facilities manager to perform on an interim basis, the duties of a buildings and grounds supervisor.

**VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

**EMPLOYMENT TERMS:**

The Facilities Manager shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board.

3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

**JOB FUNCTIONS AND RESPONSIBILITIES:**

The Facilities Manager shall:

1. Administer the Department of Facilities, Maintenance and Custodian Services.
2. Lead, organize, manage, and supervise all maintenance and custodial operations of the district in compliance with all applicable federal, state, and local laws and regulations, and Board of Education policies and procedures.
3. Develop and implement the multi-year Comprehensive Maintenance Plan (N.J.A.C. 6:8-4.9(a)7) that is both corrective and preventative for the upkeep of all facilities, grounds, and the major facilities systems (HVAC, mechanical, plumbing, electrical, and structural) of the district. Provide an efficient work order system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provide regular work order status reports to the Superintendent, Business Administrator, and principals of the buildings. Recommend facility improvement and modernization to improve the systems, equipment, and facilities of the district.
4. Assume responsibility, with the assistance of the Maintenance Foreman, for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
5. Establish security and custodial requirements for each school building and installation.
6. Direct the maintenance of all buildings and grounds as to cleanliness and safety.
7. In conjunction with building principals, recruit, screen, recommend for hiring all custodial staff.
8. Assign, supervise and evaluate all custodial staff with consultation of the building principal.
9. With input from the building principals and Maintenance Foreman, develop and oversee schedules of work for each individual buildings and ensure that proper supplies are available in each building.
10. Establish and supervise summer cleaning programs and schedules.
11. Keep abreast of new work methods, procedures and equipment.
12. Ensure the standards consistent with all applicable local, state and federal laws are maintained.
13. Organize and implement an orientation program for custodial and maintenance personnel.
14. Supervise and inspect, with the assistance of the Maintenance Foreman, the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.

15. Work with Athletic Director and Maintenance Foreman, to ensure proper preparation of playing field, grounds and other necessary facilities for athletics and other school activities.
16. Confer with school principals, landscape architects, Maintenance Foreman, and other parties in making plans for landscaping, planning and maintenance of various school grounds.
17. Maintain such records as are required by Board policy or law.
18. Interpret and enforce Board policies regarding school maintenance, energy efficiency, safety and security procedures with the assistance of the Maintenance Foreman where necessary.
19. Confer with architects and engineers as needed.
20. Assure compliance with A.H.E.R.A., P.E.O.S.H.A., Right to Know and Indoor Air Quality environmental regulations.
21. Implement, with the assistance of Maintenance Foreman, a computerized preventative maintenance program.
22. Evaluate the maintenance staff.
23. Recommend policies and regulations dealing with facilities.
24. Develop a custodial services plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Establish and implement an effective summer and non-school day program of specialized cleaning and repairs.
25. Supervise a personnel management program for the Building and Grounds Department that includes a recruitment and selection process, and a written evaluation process that uses the recommendations of building level administrators. Recommend the continued employment, discipline, or dismissal of all custodial and maintenance personnel.
26. Develop and supervise work and vacation schedules for all custodial and maintenance personnel, including substitutes.
27. Monitor and approve time records of all maintenance and custodial personnel, and approve all overtime using established procedures and budgets.
28. Establish and implement a program of safety, accident prevention, and health maintenance for all employees, including safe and proper use of equipment, vehicles and materials, identification and prevention of hazards, air quality controls, Right To Know programs, and prevention of accidents and injuries.
29. Work cooperatively with community and state agencies, including the police, fire, emergency, and health departments, to ensure that high standards of health, sanitation, and safety are maintained throughout all of the district's facilities and grounds. Provide a regular program of staff development to promote, cleanliness, efficiency, effective procedures, communication skills, work attitudes, and ethics.

30. Provide and monitor a system of regular building, equipment, and grounds inspections to meet all federal, state and local requirements, including the annual Department of Education Checklist, submitting all reports in a timely fashion.
31. Recommend to the School Business Administrator or principal any improvements needed.
32. Analyze all accidents and regularly search for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.
33. Monitor and recommend systems and procedures to ensure the security of all facilities.
34. Establish and maintain a system of financial records, controls, and accounting procedures for the repair and maintenance of the facilities in accordance with GAAP and applicable regulations, submitting all reports in a timely fashion. Correct immediately any audit exceptions.
35. Develop and recommend the Buildings and Grounds budget, and then administer the approved budget, completing all required documentation.
36. Maintain current drawings and engineering records describing district facilities, equipment, and grounds.
37. Maintain the Fixed Assets Inventory, following the requirements of GAAP.
38. Maintain an inventory control system and purchase supplies, parts, and equipment through the established bid or price quote process that follows federal, state and local regulations.
39. Assist the Superintendent and the School Business Administrator with the development and annual review of the district's Long Range Facilities Plan (N.J.A.C. 6A Chapter 26, Subchapter 2). Strive to incorporate sustainability practices in construction and procurement on capital projects implemented.
40. Approve the specifications and recommend contractors to perform maintenance and repair services, using established district procedures. Supervise and inspect the work performed and recommend payment upon satisfactory completion of the work.
41. Develop, implement and monitor an effective grounds maintenance program, including playground equipment, to ensure that the grounds are attractive and safe. Work cooperatively with the Supervisor of Health, Physical Education, and Athletics and with principals in the preparation of playing fields and facilities for athletics and school activities. Conduct regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained.
42. Communicate regularly with the Superintendent and School Business Administrator, principals, and appropriate staff about the needs and regulations and procedures for the effective operation of the buildings and the maintenance and custodial programs of the schools so that cooperative working relationships with building staff are encouraged and maintained.
43. Supervise removal of snow and ice so that safe conditions exist and schools can be opened in a timely manner.
44. Develop, implement, and monitor an energy conservation program, making recommendations for efficiency and reduction in the costs of operating the facilities. Promote energy conservation activities and track progress through utility tracking reports. Report program successes and areas of improvement to the Green Committee.

45. Provide and maintain an efficient and effective waste disposal system with provisions for recycling of all waste permitted by local and State regulations.
46. Develop and implement in-service programs and activities for staff members.
47. Operate electronic and other equipment needed to carry out job functions and responsibilities.
48. Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of the facilities.
49. Research and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive, healthy, and safe facilities are provided.
50. Attend required meetings and serve, as appropriate, on district committees.
51. Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
52. Understand and communicate current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
53. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
54. Use computers and/or electronic equipment to fulfill job functions.
55. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
56. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
57. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
58. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator and not otherwise prohibited by law or regulation.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication
8. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

The School Business Administrator shall evaluate the Facilities Manager in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

# **JOB DESCRIPTION**

## **READINGTON TOWNSHIP BOARD OF EDUCATION**

**SCHOOL BOARD/BUSINESS OFFICE**

**1320 School Business Administrator**

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**JOB TITLE: SCHOOL BUSINESS ADMINISTRATOR**

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** All personnel in Business Division

### **NATURE AND SCOPE OF JOB:**

The School Business Administrator shall strive to achieve district goals for pupils by providing leadership and supervision in the district program of fiscal management and in other assigned programs, and by acting as a proper model for staff and pupils both in and outside the school district.

### **QUALIFICATIONS:**

The School Business Administrator shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a School Business Administrator endorsement (N.J.A.C 6:11-9.3 and 9.5).
2. Demonstrate competence and have at least five years of experience, preferably within a school setting, in financial and accounting practices.
3. Hold a bond of not less than \$2,000 or an amount to be determined by the Board, for the faithful performance of the duties of the Secretary's office (N.J.S.A. 18A:17-6).
4. Have excellent integrity and demonstrate good moral character.
5. Hold a valid driver's license with no serious violations.
6. Demonstrate knowledge and understanding of financial budget planning and administration, insurance/risk administration, purchasing, accounting and reporting, facilities planning and administration, construction/maintenance, administration of transportation and food service, central data processing and other business related functions.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.



8. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

**VERIFICATIONS OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. College transcripts.
5. Copies of recent evaluations and observations of teaching and administrative performance.
6. Employment interview.

**EMPLOYMENT TERMS:**

The School Business Administrator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary benefits and leave time as specified in an individual contract negotiated with the Board of Education.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

**JOB FUNCTIONS AND RESPONSIBILITIES:**

The School Business Administrator shall:

In order to achieve the functions of the position, the School Business Administrator shall work cooperatively with the district administrative staff to:

1. Establish and maintain long-range and other fiscal plans, as well as actively seek and pursue external funding opportunities. Strive to incorporate sustainability practices in construction and procurement on capital projects implemented
2. Prepare the annual budget based upon district resources and needs;
3. Ensure that all district fiscal, insurance, custodial-maintenance, food, and transportation services comply with the policies of the Board and the regulations of the district;
4. Ensure the proper functioning and evaluation of district personnel assigned to his/her areas of responsibility;
5. Manage efficiently the district systems of accounting, purchasing, investment, insurance, plant construction, plant operation and maintenance, transportation, and food services.
6. Strive to increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training;
7. Analyze the effectiveness of district programs in his/her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary;
8. Strive to increase the efficient use of district resources in his/her area of responsibility;
9. Help to interpret the budget and the district affairs under his/her supervision to interested members of the school district community;
10. Strive to develop personal capabilities in financial strategies and supervisory methods;
11. Strive to conduct himself or herself in a proper manner at all times;
12. Be responsible for the conduct of all duties legally assigned to his/her position including:
  - a. Providing adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law, N.J.S.A. 10:4-8d, 10:4-19; 18A:10-4, 18A:17-7;
  - b. Recording the minutes of all proceedings of the Board and the results of annual or special school elections, N.J.S.A. 18A:17-7;
  - c. Collecting tuition fees and other moneys due the Board and transmitting them to the Treasurer of School Moneys, N.J.S.A. 18A:17-8;

- d. Examining and auditing all accounts and demands against the Board, presenting them to the Board at its meetings, indicating the Board's approval and sending them to the Treasurer for payment, N.J.S.A. 18A:17-8, 18A:19-4;
  - e. Keeping accounts of the district's financial transactions including a correct detailed accounting of all expenditures, N.J.S.A. 18A:17-8;
  - f. Reporting to the Board at each regular meeting, but not more often than once per month, the amount of the total appropriations and cash receipts for each account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account, N.J.S.A. 18A:17-9;
  - g. Keeping all contracts, records, and documents belonging to the Board, N.J.S.A. 18A:17-9;
  - h. Giving the Board a detailed report of its financial transactions at the close of each fiscal year and filing a copy with the County Superintendent, N.J.S.A. 18A:17-10;
  - i. Reporting to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness, N.J.S.A. 18A:17-12;
  - j. Preparing a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons, and to prepare the Comprehensive Annual Financial Report (CAFR) N.J.S.A. 18A:23-4;
  - k. Subscribe to bonds, notes, contracts, and other legal instruments of the Board for which the signature of the Secretary is required, N.J.S.A. 18A:24-32;
  - l. Sign all school district warrants and certify to the payroll, N.J.S.A. 18A:19-1, 19-9.
13. Strive to implement sustainability practices and district-wide energy conservation strategies, monitor the implementation of activities by building operators and school leaders, and communicate progress and successes to the Board;
14. Perform such other duties as may be required by the Board or Superintendent.

The School Business Administrator shall be directly responsible to the Superintendent for the performance of his/her assigned duties and responsibilities as School Business Administrator and to the Board for the performance of his/her legal duties as School Business Administrator.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

The School Business Administrator will be evaluated in accordance with Policy No. 1330, Regulation No. 1330 and this Job Description and any terms specified in the School Business Administrator's contract.

**Revised: September 15, 2020**

# **JOB DESCRIPTION**

## **READINGTON TOWNSHIP BOARD OF EDUCATION**

**BUSINESS OFFICE  
4516 Purchasing Clerk  
Page 1 of 6**

**JOB TITLE:** PURCHASING CLERK  
**REPORTS TO:** School Business Administrator

**SUPERVISES:**

**NATURE AND SCOPE OF JOB:**

Performs routine clerical distribution work in collecting and distributing materials and products to appropriate destinations, and providing distribution support service, data entry and simple bookkeeping, especially as related to matters of purchasing.

**QUALIFICATIONS:**

The Purchasing Specialist shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent clerical skills, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Demonstrate the ability to maintain confidences.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**VERIFICATION OF COMPETENCY:**

1. District application.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

**EMPLOYMENT TERMS:**

The Purchasing Specialist shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**JOB FUNCTIONS AND RESPONSIBILITIES:**

The Purchasing Specialist shall:

1. Perform bookkeeping work involved in preparing purchase orders and/or maintaining all the various accounts in a computer program.
2. Refer account errors and irregularities to superiors.
3. Balance and/or adjust accounts.
4. Sort and file checks, vouchers, requisitions, and other materials according to predetermined classification.
5. Maintain prepared mailing lists and addresses and stamps mail
6. Input purchase orders, receiving copies, and vendor invoices into the Accounts Payable automated system.

7. Verify the accuracy of all input batches.
8. Assemble and route various types of materials.
9. Assemble specified number of forms, manuals, circulars, etc. for requestor as indicated by distribution tables or work order.
10. Monitor purchase orders for compliance with quotation and bid requirements per school purchasing laws.
11. Document district's use of New Jersey State Contracts and maintain files.
12. Monitor and maintain documentation of district's cooperative purchasing participation, including input of ESC orders.
13. File purchasing documentation as required including, but not limited to, state business registration certificates, affirmative action compliance, political contribution documentation, and IRS W-9 forms.
14. Prepare out-of-district travel schedules for board approval and maintain files for completed trip report forms.
15. Place materials in envelopes, boxes, cartons or other containers for distribution. Secures and protects contents as needed.
16. Stamp, type, write or affix addresses on package materials.
17. Forward packages by mail, shipping company, messenger, fax, message center, or other appropriate means.
18. File and retrieve letters, correspondence, memoranda, reports, and other documents.
19. Maintain office forms and procedures, including filing systems and logs.
20. Answer questions about location or content of various materials; responds to inquiries from employees, customers and others and refers, when necessary, to appropriate persons.
21. Prepare and maintain inventory records for department.
22. Operate a variety of office machines as required.
23. Prepare and monitor work orders.
24. Receive, stamp and distribute incoming mail, process outgoing mail.
25. Assist in data entry by collecting, organizing, and verifying accuracy of data before it is entered.
26. Extract alphabetic, numeric, or symbolic data from original paper documents and enters data into a computer following a specified format.

27. Compare data entered into computer with data listed on the original document; conduct spot checks to verify that data is correctly entered; uses verification format already built in to computer program to detect data entry errors.
28. Maintain financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
29. Responsible for petty cash, which includes issuing checks for the new school year and closing out petty cash at the end of the year.
30. Order and maintain office supplies and provide for the maintenance and repair of equipment.
31. Serve as back-up to Assistant Business Administrator for processing deposits to the bank.
32. Compose, type, and edit correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
33. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
34. Participate in appropriate in-service and workshop programs and attend any required meetings.
35. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
36. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
37. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
38. Serve as back-up to the Accounts Payable Specialist.
39. Track and monitor utilities procured by the district. Work collaboratively with administrators to identify and implement cost-saving programs and sustainability initiatives. Assist with data and reports required for Green Committee meetings.
40. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulation.



**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

The School Business Administrator shall evaluate Purchasing Specialist in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 15, 2020