

## DELRAN TOWNSHIP SCHOOL DISTRICT

### Confidential Secretary to the Business Administrator

Reports to: School Business Administrator/Board Secretary

Salary is competitive, based on experience, training and education.

Incumbent serves as the administrative assistant to the business administrator, specifically supporting the corporate secretary role.

#### Required knowledge, skills and abilities:

Demonstrated competency in word processing, spreadsheets, data base design and implementation.

Demonstrated commitment and track record with respect to accuracy and consistency in work performance.

Demonstrated ability to represent the philosophy of the school district with the public, media, and staff.

Superior skill in working well with colleagues in a problem solving environment and constituents in an often confrontational environment.

Superior organizational skills and demonstrated competency in managing several challenging tasks simultaneously.

Ability to manage tasks under only general supervision. Ability to effect decisions in areas without precedent.

Ability to maintain comprehensive data bases and file arrays.

Knowledge of Workers Compensation

Knowledge of the Federal Free and Reduced Lunch Program

All other duties as assigned by your immediate Manager and/or Superintendent.

**APPROVED BY THE BOARD OF EDUCATION: February 13, 2012**