

**BRANCBURG TOWNSHIP SCHOOL DISTRICT**  
**Branchburg, New Jersey**

**JOB DESCRIPTION**

**Job Title:** Secretary to the Director of Buildings & Grounds/Information Technology Manager

**Reports To:** Director of Buildings & Grounds  
Information Technology Manager

**Contract Terms:** BTEA; 12 Month Contract

**Qualifications:**

- Bachelor's degree
- Experience in an office setting implementing secretarial skills (preferably in the public sector)
- Proficient in Microsoft Office including: Word, Excel, PowerPoint
- Familiarity with Google platforms.

**Job Goal:** The Secretary to Director of Building and Grounds and Secretary to Information Technology Manager is to support the department operations in Buildings and Grounds as well as Technology by performing related office work that will assist the departments efficient operation of the school district.

**Performance Responsibilities:**

- Secretary may do administrative support work, mobile device management, inventory management and other office management needs, varied in nature, usually under the direction of the supervisors, as required for the efficient and effective functioning of the office.
- Types reports, correspondence, forms records, etc., from various types of copy, purchase orders, etc.
- Handles designated routine correspondence and requests for information in accordance with Board policy, in person, by telephone, or fax.
- Interviews callers at the office and schedules appointments and meetings.
- Answers the telephone and takes messages accurately.
- Operates various types of office machines.
- Types confidential material as needed.
- Other duties as deemed necessary by the Director of Building and Grounds and Information Technology Manager.

**Evaluation**

- In accordance with state regulations, Board of Education policy, and agreement between Board of Education and the Branchburg Township Education Association

**Board of Education Approved:** June 13, 2013

**Board of Education Approved Revision:** May 17, 2023