

JOB DESCRIPTION

Title Secretary for Communications, Legislative and Urban Affairs

Reports To Director of Communications, and
Director of Legislative and Urban Affairs

Performance Responsibilities

A. Communications Department

1. All Web Postings/Updating Information
2. Assist with publications, *On Target*, *Source*, *Connections*, Techspo Program Book, Spring Conference Program Book
 - a. Web Postings
 - b. Solicit Ad Copy
 - c. Maintain database of advertisers
 - d. Maintain Contracts
 - e. Distribute ad copy to printers
 - f. Proof Ads
3. Technology Committee
 - a. Prepare for Technology Committee Meetings
 - b. Email Notification
 - c. Agenda
 - d. Copies as needed
 - e. Meeting Set-up (food)
4. Other projects as directed by the Director of Communications
5. Email comparisons for County Roundtable meetings the Executive Director attends - this requires manually comparing emails from the member database by county

B. Legislative

1. Anything relating to technology
2. Maintain database of committee members
3. File ELEC quarterly reports
4. Prepare for monthly legislative meetings:
 - a. Email Notification
 - b. Agenda
 - c. Copies as needed
 - d. Meeting Minutes
 - e. Legislative Emails (these involve using Constant Contact and creating multiple links to the NJ LEG website, also posting updates to the website)
 - f. Meeting set-up (coffee and food)
 - g. Once CAP WIZ is launched work as requested

C. Urban Affairs

1. Maintain database of committee members
2. Coordination of requested projects between Director and ELC
3. Emails as needed to two databases... Regular Urban Committee members and a newly formed group of AT-RISK Districts
4. Meeting Set-up
5. Yearly invoicing of all districts in the committee
6. Work with the Treasurers' office for check distribution and maintaining records

7. Other projects as directed by the Director of Legislative and Urban Affairs
 - a. Faxing
 - b. Copying
 - c. Registering for NJBIA Events
 - d. Typing various documents

D. Legal Department

1. Responsible for posting Legal Research Publications to website
2. Email Monthly Legal Research Publications to electronic subscribers
3. Research bounced emails for Legal Research Publications Subscribers
4. Superintendent Screening Support:
 - a. Web Posting Brochure
 - b. Receiving, copying and filing of all applicants information
 - c. Maintaining an applicant database for Search Consultant
 - d. Letter distribution to applicants
 - e. Other requested duties at the Search Consultants request

E. Professional Development

1. Create Registration Forms as requested
2. Maintain Calendar
3. Post all seminar information (One-Days; New Supts; Special Workshops)

F. General Office Duties

1. Phone coverage as scheduled