

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT to the ASSISTANT SUPERINTENDENT OF FISCAL SERVICES AND HUMAN RESOURCES

POSITION: Administrative Assistant II

REPORTS TO: Assistant Superintendent of Fiscal Services and Human Resources

LOCATION: Division of Fiscal Services and Human Resources

**NATURE OF WORK:**

Performs work of a highly confidential nature in a high-pressured environment, providing direct support to the Assistant Superintendent of Fiscal Services and Human Resources. Employs strong interpersonal and effective public relations skills, tact, and diplomacy in receiving and responding to a variety of inquiries, communications, and correspondence. Independently handles both internal and external inquiries, requests, and communications regarding the school system. Performs a variety of highly diverse secretarial and administrative duties. Prepares and maintains complete and accurate records of business. Requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues.

**ESSENTIAL FUNCTIONS:**

- Provide direct administrative support to the Assistant Superintendent of Fiscal Services and Human Resources;
- Organizes, coordinates, and establishes priorities of tasks to be completed;
- Receives and screens communication;
- Composes and proofreads all letters, memoranda, instructions or other such transmittals;
- Compiles and maintains a variety of confidential records and information;
- Schedules appointments, interviews, and maintains the daily calendar for the official;
- Coordinates the activities and schedules individual and group conferences for the official; and
- Serves as a liaison between the officials and school system employees, citizens, and government staff.

**DUTIES AND RESPONSIBILITIES:**

- Collects and assembles budgetary and personnel data and reports;
- Prepares and distributes agendas, schedules and organizes all official meetings of the officials;
- Handles correspondence through composition of confidential letters;
- Answers and screens phone calls, if appropriate deals with matters at hand, refers to other staff or briefs the official for his/her response;
- Greets visitors and escorts, as necessary;
- Handles requests for obtaining information concerning the school system;
- Maintains a filing system representative of the official's office;
- Maintains a tracking record of all communications by way of a telephone and mail log;
- Performs office activities with a minimum degree of supervision;
- Keeps informed of county, state, and federal policies affecting the school system;
- Makes travel arrangements of staff of the Division of Fiscal Services and Human Resources;
- Schedules interviews, meetings and investigation conferences in a confidential manner;
- Monitors the expenses within the budget of the Division of Fiscal Services and Human Resources;
- Assembles materials in preparation for board meetings and coordination of communication to the Board;
- Produce the school districts published budget document;

- Assist with the performance of basic payroll processing functions, scanning, and filing of payroll documents;
- Manage SafeSchools database for staff training;
- Assist with fingerprinting on an as needed basis;
- Coordination of confidential documents and dictation for employment contract negotiations; and
- Performs other related duties as required.

**QUALIFICATIONS:**

- Graduation from high school with post high school training in business, accounting, or office management training; and five years of experience as an administrative secretary; or any combination of experience and training which would demonstrate the following knowledge, abilities, and skills.
- Associates Degree in business or related field preferred.
- Ability to follow complex verbal and written direction.
- Ability to maintain sensitive and confidential records and prepare reports from such records.
- Experience with the performance of basic payroll processing functions preferred.
- Experience in the use of electronic accounting software preferred and knowledge of clerical bookkeeping, accounting, and procurement principles, techniques, and procedures;
- Thorough working knowledge of office technology and procedures, including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, experience in InDesign or comparable publishing software.
- Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures.
- Ability to work in a team environment, coordinating with the work of others.
- Possession of outstanding human relations and interpersonal communications skills.
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment);
- Willingness and capability to work beyond the normal workday as needed to meet deadlines.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 25.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP - Confidential

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

**ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT OF  
SUPPORTING SERVICES**

**POSITION:** Administrative Assistant to the Assistant Superintendent of Supporting Services

**REPORTS TO:** Assistant Superintendent of Supporting Services

**LOCATION:** Division of Supporting Services

**NATURE OF WORK:**

This is a highly skilled position, which performs work at times of a highly confidential nature and in a high-pressured environment in support of the Assistant Superintendent. Employs strong interpersonal and effective public relations skills, tact, and diplomacy in receiving and responding to a variety of inquiries, communications, and correspondence. Independently handles both internal and external inquiries, requests, and communications regarding various aspects of the school system. Performs a variety of highly diverse secretarial and administrative duties. Prepares and maintains complete and accurate records of business. Requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues. Incumbent ensures that administrative activities are conducted in accordance with established policies and procedures.

**ESSENTIAL FUNCTIONS:**

- Ability to communicate courteously and tactfully with administrative staff; clerical staff; School Board members; students; parents; teachers; staff from county, state, and federal offices; legislators; and the general public in a timely manner to ensure that requests are addressed and problems are resolved in an efficient and effective manner;
- Ability to plan, initiate, and complete complex administrative duties related to the operation of the Assistant Superintendent's office;
- Ability to work under pressure and make decisions in accordance with laws, ordinances, policies, regulations, and established procedures;
- Prioritizes and manages the constantly changing work flow of the Assistant Superintendent's office;
- Ensures that the office of the Superintendent of Schools and appropriate staff are aware of emergency situations that affect students, staff, and property of St. Mary's County Public Schools (SMCPS);
- Possesses analytical, problem solving, critical thinking, and decision making skills;
- Ability to compose responses to letters, e-mails, etc., based on research and information gathered to form responses;
- Works independently utilizing the objectives and guidelines established by the school system, state and local regulations, and Assistant Superintendent; and
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions.

**DUTIES AND RESPONSIBILITIES:**

- Assists the Assistant Superintendent with coordinating and obtaining information for school system employees, students, parents, and other governmental agency staffs to resolve questions and concerns;
- Receives and independently screens all written and telephone communications to the Assistant Superintendent, routes requests and inquiries to appropriate destination for a timely response;

- Assists the Assistant Superintendent with organizing and delivering training provided to the various members of the Division of Supporting Services, which can include organizing inservices and obtaining speakers and desired training;
- Works with appropriate staff to schedule meetings and to ensure timelines are met and appropriate meetings are scheduled;
- Keeps the Assistant Superintendent advised of any concerns or emergencies reported to the office;
- Schedules appointments and maintains the calendar for the Assistant Superintendent;
- Composes letters, memoranda, instructions, or other such transmittals for the Assistant Superintendent. Conveys all such messages, instructions, procedures, and confidential materials while acting with tact and discretion;
- Develops deadlines to ensure that work is completed on time;
- Transcribes correspondence and takes minutes of meetings and conferences at the request of the Assistant Superintendent;
- Provides guidance and assistance, as necessary, to the secretaries and clerks within the Division of Supporting Services, keeping them informed of procedural changes within the system and the office;
- Answers and screens phone calls, if appropriate; deals with matters at hand, refers to other staff or briefs the Assistant Superintendent for his/her response;
- Handles requests for obtaining information concerning the school system;
- Maintains a filing system representative of the Assistant Superintendent's office;
- Enters agenda items into Board docs for the division;
- Serves as backup to the Fiscal Records Specialist regarding Use of Facilities request;
- Provides support for negotiations;
- Maintains bookkeeping system for various budget accounts;
- Reconciles leave for the division leadership team; and
- Performs other duties as assigned.

#### QUALIFICATIONS:

- Requires advanced technical course work in secretarial administration and/or business administration, as well as extensive on-the-job experience;
- Minimum of five years of experience as a secretary. Experience as a school-based secretary is preferred;
- Knowledge of an extensive body of rules, procedures and policies, which govern the school construction program, maintenance, operations, food service, and transportation, bus driver contracts, and rules and regulations governing the bus drivers;
- Knowledge of emergency response protocol for school system emergencies;
- Knowledge of the negotiated agreements with the school system;
- Ability to accurately key not less than 40 wpm from plain copy (applicants must establish proficiency prior to accepting employment);
- Thorough working knowledge of office technology, including office equipment and software;
- Able to communicate with a high level of accuracy and efficiency, both orally and in writing;
- Requires excellent human relations skills; and
- Requires a high-level of skills in grammar and proofreading for reviewing the work of others in the division.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 25.

#### BARGAINING UNIT ELIGIBILITY: EASMC-ESP