

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

EXECUTIVE ADMINISTRATIVE ASSISTANT

POSITION TITLE: Executive Administrative Assistant

REPORTS TO: Superintendent of Schools and Deputy Superintendent

LOCATION: Central Administration

**NATURE OF WORK:**

Performs work of a highly confidential nature in a high-pressured environment. Employs strong interpersonal and effective public relations skills, tact, confidentiality 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 transacted by the Board of Education, Superintendent of Schools, and Deputy Superintendent. Requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues.

**ESSENTIAL FUNCTIONS:**

- Manages the workflow of the Superintendent and Deputy Superintendent's office on a daily basis;
- Receives and screens all communications to the Superintendent and Deputy Superintendent;
- Composes and proofreads all letters, memoranda, instructions or other such transmittals for the Superintendent and Deputy Superintendent;
- Compiles and maintains a variety of confidential records and information;
- Schedules appointments and maintains daily calendar for the Superintendent and Deputy Superintendent;
- Promotes and represents the school system, the Superintendent and Deputy Superintendent in a positive manner at all times;
- Coordinates the activities and schedules individual and group conferences for the Superintendent and Deputy Superintendent; and
- Serves as a liaison between the Superintendent and school system employees, students, parents, citizens, and government staff.

**DUTIES AND RESPONSIBILITIES:**

- Collects and assembles data, prepares and distributes agendas, schedules, and organizes all official meetings of the Superintendent and Deputy Superintendent;
- Handles correspondence through dictation or composition of letters;
- Answers and screens phone calls, if appropriate deals with matters at hand, refers to other staff or briefs the Superintendent or Deputy Superintendent 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 Superintendent and Deputy Superintendent'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;
- Attends meetings, hearings, executive work sessions, and conferences at the direction of the Superintendent or Deputy Superintendent;
- Takes and records minutes, as directed;

- Communicates with legal counsel and keeps informed of and maintains confidential files of all legal procedures affecting the school system;
- Keeps informed of county, state, and federal policies affecting the school system;
- Makes travel arrangements;
- Makes arrangements for appointments and conferences (room reservations, transportation, meeting accommodations, etc.) and assembles materials in preparation for appointments and conferences;
- Prepares and distributes information and materials to other departments;
- Keeps abreast of events that pertain to the Superintendent and Deputy Superintendent;
- May direct, supervise, or coordinate the work of others within the Office of the Superintendent or Deputy Superintendent;
- Maintains proper bookkeeping system for materials under the Superintendent's or Deputy Superintendent's account; and
- Performs other related duties as required.

#### QUALIFICATIONS:

- Graduation from high school. Business school or forms of secretarial training is desirable; or any combination of experience and training which would provide the following knowledge, abilities, and skills;
- Minimum of five years experience as an administrative secretary;
- Ability to follow complex verbal and written directions;
- Ability to maintain sensitive and confidential records and prepare reports from such records;
- Thorough working knowledge of office technology and procedures, including office equipment and software;
- Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures;
- Ability to coordinate the work of others and work in collaboration with other staff and departments to effectively and efficiently complete tasks;
- Possession of outstanding human relations and interpersonal communications skills;
- Passing score on a proficiency exam conducted by SMCPSS (applicants must establish proficiency prior to accepting employment), take and transcribe dictation that may vary from simple to complex; and
- Thorough working knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARYGRADERANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 31.

#### BARGAINING UNIT ELIGIBILITY: EASMC-ESP