

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

ADMINISTRATIVE ASSISTANT I TO THE BOARD OF EDUCATION

POSITION: Administrative Assistant I to the Board of Education

REPORTS TO: Board of Education

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, 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. Requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues.

**ESSENTIAL FUNCTIONS:**

- Receives and screens all communications to the Board of Education;
- Composes and proofreads all letters, memoranda, instructions or other such transmittals for the Board of Education;
- Provides support to the General Counsel;
- Compiles and maintains a variety of confidential records and information;
- Prepares and processes agendas and materials for Board of Education meetings; and
- Coordinates travel and budget information for the Board of Education.

**DUTIES AND RESPONSIBILITIES:**

- Handles requests for obtaining information concerning the school system;
- Maintains a filing system representative of the Board of Education;
- 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 Board meetings, hearings, executive work sessions, and retreats;
- Maintains and updates Board of Education calendar;
- Arranges for and assembles materials for appointments and conferences;
- Takes and records minutes, as directed;
- Communicates with School Board attorney and keeps informed of and maintains files of all legal procedures affecting the school system;
- Keeps informed of county, state, and federal policies affecting the school system;
- Makes arrangements for conferences (room reservations, transportation, meeting accommodations, etc.) and assembles materials in preparation for such meeting;
- Provides support to the General Counsel; and
- Performs other related duties as assigned.

**QUALIFICATIONS:**

- Graduation from high school. Business school or formal secretarial training is desirable; minimum of five years of experience as a secretary;
- Ability to follow complex verbal and written direction;
- Thorough working knowledge of office technology and procedures;

- Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures;
- 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);
- Knowledge of the Open Meetings Act and Parliamentary Procedures;
- Ability to maintain sensitive and confidential records and prepare reports from such records; and
- Ability to be flexible in daily schedule for Board meetings, hearings, executive work sessions, and retreats.

**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 23.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP