

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

SECRETARY II TO THE BOARD OF EDUCATION

POSITION: Secretary II to the Board of Education

REPORTS TO: Superintendent of Schools

LOCATION: Office of the Superintendent - Central Administration

NATURE OF WORK:

This is a highly skilled secretarial position required to perform work of a highly confidential nature. The employee performs highly diverse secretarial duties of considerable difficulty, typically works independently, and assumes a major segment of the office work. Employs strong interpersonal and effective public relations skills, tact, and diplomacy in receiving and responding to a variety of inquiries, communications, and correspondence. 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. The work is performed under the general supervision of the Superintendent of Schools or their designee.

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;
- 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.
- Answers telephone, and various inquiries from students, parents, staff, and the community;
- Greets visitors, and directs them to the proper location;
- Maintains orderly office routines;
- Coordinates and communicates with various departments and schools;
- Schedules appointments and arranges conferences; and
- Report to work daily and on time.

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;
- Attends Board meetings, hearings, executive work sessions, and retreats which may require flexible work schedules in order to accommodate evening Board meetings;
- Maintains and updates Board of Education calendar;
- Arranges for and assembles materials for appointments and conferences;
- Makes arrangements for conferences (room reservations, transportation, meeting accommodations, etc.) and assembles materials in preparation for such meeting;
- Takes and records minutes, as directed;
- 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; Uses technology efficiently to complete work;
- Communicates with other departments and schools;

- Receives, sorts, and forwards correspondence and telephone calls and messages for staff members; and
- Performs other related duties as assigned.

QUALIFICATIONS:

- Graduation from high school. Business school or formal secretarial training is desirable;
- Minimum of three (3) years of school system office, clerical, or secretarial experience required;
- Ability to follow complex verbal and written direction;
- Thorough working knowledge of office technology, including office equipment and software;
- 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;
- Considerable knowledge of school system reports, procedures, and processes;
- 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 13.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP