

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

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

**POSITION:** Coordinating Administrative Assistant to the Assistant Superintendent of Supporting Services and Director of Facility Coordination, Physical Education, and Athletics

**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-pressure environment in support of the Assistant Superintendent and the Director of Facility Coordination, Physical Education, and Athletics. The position requires a person who employs strong interpersonal and effective public relations skills, tact, and diplomacy in receiving and responding to a variety of inquiries, communications, and correspondence. Employee must be able to independently handle both internal and external inquiries, requests, and communications regarding various aspects of the school system, perform a variety of highly diverse secretarial and administrative duties' and prepare and maintain complete and accurate records of business. The position requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues. The Employee 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, including the Director of Facility Coordination, Physical Education, and Athletics;
- Ability to work under pressure and make decisions in accordance with laws, ordinances, policies, regulations, and established procedures;
- Prioritize and manage the constantly changing workflow of the Assistant Superintendent's office and Director of Facility Coordination, Physical Education, and Athletics on a daily basis;
- Ensure 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);
- Possess 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;
- Ability to work 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 staff to resolve questions and concerns;
- Assists the Director of Facility Coordination, Physical Education, and Athletics with all functions of the position such as budget, correspondence, purchasing, contracts, work orders, and Board of Education communication, including health and physical education teachers, activities directors, athletic officials, parents, students, and material vendors;
- 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 in-services and obtaining speakers and desired training;
- Plans, schedules, and coordinates regular office staff meetings to provide training, including new office secretary orientation and support;
- Communicate status of various division initiatives, and support inter-departmental collaboration to support consistent and effective problem-solving;
- 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;
- Maintains calendars for the building's Training Room and conference room, supports external requests for use of the room, and ensures requested equipment is available as requested.
- 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;
- Coordinates payment of the monthly fuel bills for various departments, including completion of fuel bill calculations, diesel tax adjustments, and surcharge allocations for each department;
- Develops deadlines to ensure that work is completed on time;
- Communicates, tracks, and assists with the resolution of disputed and/or past due invoices and charges across all departments to ensure payments are made and sent to accounts payable in a timely manner;
- 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;
- Serves as backup/support to division departments when a vacant secretary position exists or when regular staff are out of the office for extended periods of time;
- 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 requests, monitors daily use of facilities requests, assists new users and directs users through completion of requests, resets passwords and credentials, updates request routing in the system to ensure all necessary departments are informed of requests, prepares and sends responses to facility fee waiver requests, and annually updates the calendar to reflect holidays and non-school days;

- 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:

- Graduation from high school (or GED); business school or training in secretarial work is desirable;
- Minimum of five years of experience as a secretary. Experience as a school-based secretary is preferred;
- Requires advanced technical coursework in secretarial administration and/or business administration, as well as extensive on-the-job experience;
- 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;
- Passing score on a proficiency exam conducted by SMCPs (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 29.

#### BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2022