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

ADMINISTRATIVE ASSISTANT TO THE CHIEF OF SAFETY AND SECURITY

POSITION: Administrative Assistant to the Chief of Safety and Security

REPORTS TO: Chief of Safety and Security

LOCATION: Department of Safety and Security

NATURE OF WORK:
This is a high-level secretarial position. The work includes performing a wide variety of secretarial tasks in a highly sensitive environment. The employee works independently and assumes a major segment of the office work. The position 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 Chief of Safety and Security. The work is performed with minimal instruction or supervision and requires initiative in handling tasks and procedures.

ESSENTIAL FUNCTIONS:
● Ability to work in an office setting daily, maintaining positive working relationships with other staff, parents, students, and the community;
● Ability to use office machines, computers, telephones, and other means as required to complete assigned tasks and responsibilities;
● Ability to communicate effectively with excellent English usage and written skills;
● Ability to proofread all written materials for accuracy, consistency, and correct English usage;
● Ability to follow complex oral and written directions;
● Ability to maintain effective working relationships with office staff, other school employees and officials, and the general public;
● Ability to maintain sensitive and confidential records and prepare reports from such records;
● Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures;
● Ability to work independently without supervision;
● Ability to plan, organize, prioritize and coordinate the work of others; and
● Ability to project a positive image to the public; and
● Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:
● Collects and assembles data, including preparation of agendas, for official meetings and publishing departmental documents;
● Assists the Chief in documenting school-related investigations including student conduct and discipline, criminal activities, and employee misconduct investigations;
● Assists the Chief in collecting, maintaining, and reconciling student discipline and arrest data;
● Assists the Chief in responding to subpoenas, summons, and other legal requests related to obtaining records in support of investigations;
● Assists the Chief in coordinating emergency response to school events;
• Assists the Chief in responding to elevated parent concerns;
• Coordinates the activities and schedules individual and group conferences for the Chief;
• Generates and prepares written correspondence, reports, and materials for the Chief’s signature;
• Makes appointments and manages the calendar for the administrative team in Safety and Security;
• Communicates with the general public via telephone, personal contact, and written correspondence using tact, diplomacy, and excellent English usage and written skills;
• Coordinates the employee License Monitoring System (LMS) ensuring established BOE policy is followed;
• Coordinates and maintains the approval process for electronically submitted field trip applications;
• Assists the Chief with coordinating public information and media communication efforts with law enforcement and other allied response agencies;
• Assists the Chief in completing emergency radios system testing;
• Maintains filing systems, including confidential files, of the Chief’s office;
• Maintains files and keeps informed of the county, state, and federal policies affecting the school system;
• Makes arrangements for and assembles materials in preparation for appointments and conferences (room reservations, transportation, meeting accommodations, etc.);
• Prepares and distributes information and materials to other departments;
• May direct, supervise, or coordinate the work of others;
• Provides and updates the Chief with important items such as budget reports;
• Prepares budget transfers for the Chief;
• Handles payroll and leave forms for staff;
• Handles and processes invoices for purchases;
• Prepares biweekly payroll reports;
• Orders supplies and equipment; maintains adequate inventories; and
• Updates and organizes files and folders such as Board of Education policies and regulations;
• Coordinates and retains departmental records pertaining to professional development training, sex offender registry, and field trips used by the Chief;
• Assists the Chief with monitoring, processing, and maintenance of all SMCPS volunteer applications and supporting records;
• Assists the Chief with employee and volunteer background screenings;
• Coordinates and implements systemic training for staff and students, including emergency response training, Crisis Prevention, and others as needed; and
• Performs other related duties as required.

QUALIFICATIONS:
• Graduation from high school (or GED); business school or training in secretarial work is desirable;
• Five years of secretarial or general office experience;
• Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment);
• A thorough working knowledge of office technology, including office equipment and software;
• Knowledge of the programs, policies, and procedures of the St. Mary’s County Public School System; and
• Ability to perform the Essential Functions of the position.

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

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