

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

**ADMINISTRATIVE ASSISTANT to the CHIEF of STRATEGIC INITIATIVES**

**POSITION TITLE:** Administrative Assistant to the Chief of Strategic Initiatives

**REPORTS TO:** Chief Strategic Officer

**LOCATION:** Department of Strategic Initiatives

**NATURE OF WORK:**

Performs work of a highly confidential nature in a highly accountable environment, providing direct support to the Chief Strategic Officer. 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. Requires a high level of discretion, judgment, independence, and the ability to maintain absolute security regarding confidential issues.

**ESSENTIAL FUNCTIONS:**

- Provide direct administrative support to the Chief Administrative Officer;
- Plan, initiate, and complete complex administrative duties related to the operation of the Office of Strategic Planning and Communications;
- Works independently and as part of a team and follows complex oral and/or written instructions
- Compiles and maintains a variety of confidential records and information
- Receives and screens communication for proofreading
- Press contacts and communications
- Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures;
- Ability to work in a team environment, coordinating with the work of others.
- Able to communicate with a high level of accuracy and efficiency, both orally and in writing;

**DUTIES AND RESPONSIBILITIES:**

- Composes, and prepares correspondence for the Chief's signature and system including Superintendent; distributes correspondence, and prepares bulletins, reports, newsletters, brochures, agendas, forms, etc. as required;
- Maintains file storage both in hard copy and electronic format;
- Prepares and distributes agendas, schedules, and organizes all official meetings for the Department of Strategic Planning and Communications;
- Drafts and distributes press releases for the school system working with various departments;
- Assists with system-wide communication efforts, including system-wide publications, social media, website, and related sites;
- Facilitates administrative tasks related to summer camp activities, such as registrations and payments;

- Enters Board Agenda items, recognitions, etc. as necessary in Board Docs and troubleshoots with other support staff in using Board Docs;
- Assists with system-wide events and recognition events for the school system, including recognition events;
- Assists in the preparation and development of system publications and reports, including the Annual Report, Strategic Plan, and other documents;
- Assists in the preparation and facilitation of system professional development activities;
- Prepares system award recognitions, including Teacher and Principal of the Year submissions for the Washington Post and Maryland Teacher of the Year program
- Enters all purchase requisitions and submits invoices for the department;
- Order all supplies and track spending for the department;
- Processes hourly employee payroll submissions as appropriate for grants and system initiatives;
- Drafts and finalizes the operating calendars for the school system and Chesapeake Public Charter School including working with MSDE on required forms submittal; and
- Performs other related duties as required.

**QUALIFICATIONS:**

- Graduation from high school with post-high school training in business, accounting, or office management training; and five years of 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 demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, experience in InDesign or comparable publishing software;
- Possesses analytical, problem-solving, critical thinking, and decision-making skills;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment); 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 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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