

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

EXECUTIVE ADMINISTRATIVE ASSISTANT

POSITION TITLE: Executive Administrative Assistant - Office of the Superintendent

REPORTS TO: Superintendent of Schools

LOCATION: Central Administration - Office of the Superintendent

**NATURE OF WORK:**

This is a complex Administrative Assistant position in the Office of the Superintendent. The work of the Administrative Assistant is of a highly confidential nature performed in a high-pressured environment, which requires strong interpersonal and effective public relations skills, tact, confidentiality and diplomacy in receiving and responding to a variety of inquiries, communications, and correspondence. The position requires an employee who can independently handle both internal and external inquiries, requests, and communications regarding the school system, performs a variety of highly diverse secretarial and administrative duties, and prepares and maintains complete and accurate records of business transacted by the Board of Education (BOE), Chief Counsel, and the Office of the Superintendent. The ability to maintain a high level of discretion, judgment, and absolute security regarding confidential issues is required.

**ESSENTIAL FUNCTIONS:**

- Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures;
- Ability to coordinate the work of others and work in collaboration with other staff and departments to effectively and efficiently complete tasks;
- Ability to follow complex verbal and written directions;
- Ability to work independently in high-pressured environment
- Ability to maintain sensitive and confidential records and prepare reports from such records; and
- Demonstrates outstanding human relations and interpersonal communications skill.

**DUTIES AND RESPONSIBILITIES:**

- Manages the workflow of the Office of the Superintendent, BOE, and Chief Counsel;
  - Receives and screens communications to the Office of the Superintendent, BOE, and Chief Counsel;
  - Oversees composes, and proofreads all letters, memoranda, instructions, or other such transmittals for the Office of the Superintendent, BOE, and Chief Counsel;
  - Compiles and maintains a variety of confidential records and information;
  - Oversees and schedules appointments and oversees the calendar for the Office of the Superintendent, BOE, and Chief Counsel;
  - Promotes and represents the Office of the Superintendent, BOE, Chief Council, and school system in a positive manner at all times;
  - Coordinates the activities and schedules individual and group conferences for the Office of the Superintendent, BOE, and Chief Counsel; and
  - Serves as a liaison between the Office of the Superintendent, BOE, Chief Counsel, and school system employees, students, parents, citizens, and government staff.
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- Collects and assembles data, prepares and distributes agendas, schedules, and organizes all official meetings of the Office of the Superintendent, BOE, and Chief Counsel;

- Handles correspondence through dictation or composition of letters;
- Manages Maryland Public Information Act requests under the direction of the Chief Counsel;
- Manages the SMCPs Ethics Panel under the direction of the Chief Counsel;
- Answers and screens phone calls, if appropriate deals with matters at hand, refers to other staff or briefs the Office of the Superintendent, BOE, and Chief Counsel for their response;
- Greets visitors and escorts, as necessary;
- Handles requests for obtaining information concerning the school system;
- Maintains a filing system representative of the Office of the Superintendent, BOE, and Chief Counsel;
- 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 meetings, hearings, executive work sessions, and conferences at the direction of the Superintendent, BOE, and Chief Counsel;
- Takes and records minutes, as directed;
- Communicates with the Chief Counsel and keeps informed of and maintains confidential files of all legal procedures affecting the school system;
- Keeps informed of the county, state, and federal policies affecting the school system;
- Facilitates updating of relevant Board Policies/Regulations accordingly;
- Makes arrangements for appointments and conferences (room reservations, travel arrangements, transportation, meeting accommodations, etc.) and assembles materials in preparation for appointments and conferences for the Office of the Superintendent, BOE, and Chief Counsel;
- Prepares and distributes information and materials to other departments;
- Keeps abreast of events that pertain to the Office of the Superintendent, BOE, and Chief Counsel;
- May coordinate with other staff members within the Office of the Superintendent to complete tasks and assignments;
- Maintains proper bookkeeping system for materials under the Office of the Superintendent, BOE, and Chief Counsel; and
- Performs other related duties as required.

#### QUALIFICATIONS:

- Graduation from high school (or GED);
- Minimum of five years of experience as an administrative secretary;
- Thorough working knowledge of office technology and procedures, including office equipment and software;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment),
- Ability to take and transcribe dictation that may vary from simple to complex; 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.

#### SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP