

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

ADMINISTRATIVE SECRETARY to the DIRECTOR

POSITION: Administrative Secretary to the Director

REPORTS TO: Director

LOCATION: Various Sites

NATURE OF WORK:

This is a complex secretarial position, serving as secretary to the Director. 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 work is performed under the general supervision of the Director with minimal instruction or supervision.

ESSENTIAL FUNCTIONS:

- Composes and prepares written correspondence and reports for the Director's signature;
- Organizes, coordinates, and establishes priorities of tasks to be completed;
- Maintains orderly office routines;
- Communicates with the general public via telephone, personal contact, and written correspondence using tact, diplomacy; and
- Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Collects and assembles data, prepares agendas and information for meetings;
- Coordinates and schedules individual and group meetings for Director;
- Keeps abreast of events that pertain to the office;
- Maintains filing system, including confidential files, for the Director;
- Monitors office accounts and balances;
- Uses technology effectively to complete work;
- Oversees ordering of supplies and equipment, ensuring adequate inventories;
- May direct, supervise or coordinate work of other clerical staff;
- Provides training to other staff as necessary; and
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Further secretarial or office management training 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);
- Ability to take and transcribe dictation as needed (optional);
- Ability to maintain effective working relations with office staff, other school employees and officials, and the general public;
- Ability to communicate effectively, both orally and in writing;
- Thorough working knowledge of current technology including office equipment and software;
- Ability to work independently without supervision;
- Ability to follow written and oral directions;
- Thorough knowledge of the programs, policies, and procedures of the St. Mary's County Public School System;

- Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures;
- Ability to plan, organize, prioritize, and coordinate the work of others; and
- Ability to maintain sensitive and confidential records and prepare reports from such records.

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 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

ADMINISTRATIVE SECRETARY TO THE DIRECTOR OF STUDENT SERVICES

POSITION: Administrative Secretary to the Director of Student Services

REPORTS TO: Director of Student Services

LOCATION: Central Administration

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 work is performed under the general supervision of the Director of Student Services. The work is performed with minimal instruction or supervision and requires initiative in the handling of 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;
- Coordinates the activities and schedules individual and group conferences for the Director;
- Generates and prepares written correspondence, reports and materials for the Director's signature;
- Makes appointments and manages calendar for administrative team in Student Services Branch;
- Communicates with the general public via telephone, personal contact, and written correspondence using tact, diplomacy, and excellent English usage and written skills; 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;
- Maintains filing systems, including confidential files, of the Director's office;
- Maintains files and keeps informed of county, state, and federal policies affecting the school system;
- Makes arrangements for and assembles materials in preparation of appointments and conferences (room reservations, transportation, meeting accommodations, etc.);
- Prepares and distributes information and materials to other departments;
- Keeps abreast of events that pertain to the Student Services Branch;
- May direct, supervise, or coordinate the work of others;
- Maintains financial system for materials under the Student Services Branch;
- Prepares biweekly payroll reports;
- Orders supplies and equipment; maintains adequate inventories; 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 administrative secretarial or general office experience;

- 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;
- Knowledge of the programs, policies, and procedures of the St. Mary's County Public School System;
- 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 direction;
- 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.

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 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

ADMINISTRATIVE SECRETARY – SUPERINTENDENT'S OFFICE

POSITION: Administrative Secretary - Superintendent's Office

REPORTS TO: Superintendent of Schools

LOCATION: Office of the Superintendent - Central Administration

NATURE OF WORK:

This is a complex secretarial position, serving as Administrative Secretary in the Superintendent's Office. The employee performs highly diverse administrative 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. Requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues. This position provides support to the Superintendent's Office with regard to regularly scheduled meetings, as well as coordinating attendance for the Superintendent of Schools at various meetings and events. The employee works independently and assumes a major segment of the office work. The work is performed under the general supervision of the Superintendent of Schools with minimal instruction or supervision.

ESSENTIAL FUNCTIONS:

- Composes and prepares written correspondence and reports for the Superintendent's signature;
- Organizes, coordinates, and establishes priorities of tasks to be completed;
- Maintains orderly office routines;
- Communicates with the general public via telephone, personal contact, and written correspondence using tact and diplomacy;
- Demonstrates the ability to maintain effective working relations with office staff, other school employees and officials, and the general public;
- Uses technology efficiently to complete work;
- Works well under pressure and makes decisions in accordance with laws, ordinances, regulations, and established procedures;
- Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Collects and assembles data, prepares agendas and information for meetings;
- Coordinates and schedules individual and group meetings for the Superintendent's office;
- Schedules appointments and arranges conferences for the Superintendent's office;
- Keeps abreast of events that pertain to the office;
- Handles requests for information pertaining to the school system;
- Maintains filing system, including confidential files, for the Superintendent's office;
- Maintains a tracking record of all communications by way of a telephone and email log;
- Maintains and updates the calendar for the Superintendent's office;
- Arranges for and assembles materials for appointments and conferences for the Superintendent's office;

- Takes and records minutes as directed;
- Prepares and processes agendas and materials for meetings/appointments for the Superintendent's office;
- Receives, screens, and responds to all communications to the BOE and the Superintendent's office;
- Composes and proofreads all letters, memoranda, instructions, or other transmittals for the Superintendent's office;
- Keeps informed of the county, state, and federal policies affecting the school system;
- Coordinates and communicates with various departments and schools;
- Assists with coordinating public or special events;
- Receives, screens, and responds to all communications to the BOE and the Superintendent's Office through concern tickets, BOE communications, and the Vector system (for example);
- Drafts and proofreads correspondence for the BOE and Superintendent's Office;
- Monitors office accounts and balances;
- Oversees ordering of supplies and equipment, ensuring adequate inventories;
- May direct, supervise or coordinate work of other clerical staff;
- Provides training to other staff as necessary; and
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Five (5) years of secretarial or general office experience;
- Passing score on a proficiency exam conducted by SMCPSS required (applicants must establish proficiency prior to accepting employment);
- Ability to maintain effective working relations with office staff, other school employees and officials, and the general public;
- Ability to communicate effectively, both orally and in writing;
- Thorough working knowledge of current technology including office equipment and software;
- Ability to work independently without supervision;
- Ability to follow written and oral directions;
- Thorough knowledge of the programs, policies, and procedures of the St. Mary's County Public School System;
- Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures;
- Ability to plan, organize, prioritize, and coordinate the work of others;
- Ability to be flexible in daily schedules to accommodate the Superintendent's Office; and
- Ability to maintain sensitive and confidential records and prepare reports from such records.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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