

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 administrative secretary to the Director. 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. The work is performed under the general supervision of the Director with minimal instruction or supervision.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents and the community in a timely manner
- Ability to flex working hours
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Collects and assembles data, and prepares agendas and information for meetings
- Coordinates and schedules individual and group meetings for Director
- Keeps abreast of events that pertain to the office
- Composes and prepares written correspondence and reports for the Director's signature
- Maintains sensitive and confidential records and prepares reports from such records
- Maintains filing system, including confidential files, for the Director
- Monitors office accounts and balances
- Maintains orderly office routines
- Communicates with the public via telephone, personal contact, and written correspondence using tact, diplomacy
- Oversees ordering of supplies and equipment, ensuring adequate inventories
- May direct, supervise, or coordinate the work of other clerical staff
- Provides training to other staff as necessary

- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required

- High School Diploma or GED
- Four (4) years of experience as an administrative secretary
- Thorough working knowledge of office equipment, and technology, including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications
- Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment)
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for the purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position

Preferred:

- Business school or training in secretarial work

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 18.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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

ADMINISTRATIVE SECRETARY TO THE DIRECTOR OF STUDENT

POSITION: Administrative Secretary to the Director of Student Services

REPORTS TO: Director of Student Services

LOCATION: Central Administration

NATURE OF WORK:

This is a complex secretarial position, serving as administrative secretary to the Director of Student Services. 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. The work is performed under the general supervision of the Director of Student Services with minimal instruction and requires initiative in the handling of tasks and procedures.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents and the community in a timely manner
- Ability to flex working hours
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Collects and assembles data, including preparation of agendas, for official meetings and publishing departmental documents
- Composes and prepares written correspondence and reports for the Director's signature;
- Communicates with the public via telephone, personal contact, and written correspondence using tact, diplomacy;
- Maintains sensitive and confidential records and prepares reports from such records
- 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
- Maintains orderly office routines

- Arranges 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
- Keeps abreast of events that pertain to the Department of Student Services
- May direct, supervise, or coordinate the work of others
- Maintains financial system for materials under the Department of Student Services
- Prepares biweekly payroll reports
- Orders supplies and equipment and maintains adequate inventories
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Four (4) years of experience as an administrative secretary
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position
- Thorough working knowledge of office equipment, and technology , including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment)

Preferred:

- Business school or training in secretarial work

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 18

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

**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. The work is performed under the general supervision of the Superintendent of Schools with minimal instruction or supervision.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to flex working hours
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Composes and prepares written correspondence and reports for the Superintendent's signature
- Maintains orderly office routines
- Collects and assembles data, and prepares agendas and information for meetings
- Coordinates and schedules individual and group meetings for the Superintendent's office
- Communicates with the general public via telephone, personal contact, and written correspondence using tact and diplomacy
- 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 via telephone and email log
- Maintains and updates the calendar for the Superintendent's office
- Arrange for and assemble materials for appointments, meetings, and conferences for the Superintendent's office
- Takes and records minutes as directed
- Prepares and processes agendas for meetings and appointments for 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
- Monitors office accounts and balances
- Oversees ordering of supplies and equipment, ensuring adequate inventories
- May direct, supervise, or coordinate the work of other clerical staff
- Provides training to other staff as necessary
- Performs other related and non-related job duties as assigned-

QUALIFICATIONS:

Required:

- High school or GED
- Five (5) years of secretarial or general office experience
- Passing score on a proficiency exam conducted by SMCPs required (applicants must establish proficiency prior to accepting employment)

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 18.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024