

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

FISCAL SECRETARY

POSITION: **Fiscal Secretary**

REPORTS TO: **Director**

LOCATION: **Various Sites**

NATURE OF WORK:

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the direction of the Director.

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
- 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
- Possess thorough working knowledge of office equipment, and technology, including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications

DUTIES AND RESPONSIBILITIES:

- Provides and updates the Director with important items such as budget reports
- Prepares budget transfers for the Director
- Handles payroll and leave forms for staff
- Handles and processes invoices for purchases
- Coordinates the purchasing of office equipment and supplies
- Arranges meetings and prepares paperwork for the Director
- Fills out and submits work orders for the Department
- Prepares memos and letters at the direction of the Director;
- Updates and organizes files and folders such as Board of Education policies and regulations
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associates degree or three (3) years of experience as an administrative secretary
- 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:

- Associate degree in business or related field

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

Updated 07.2024, 5.2025

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

FISCAL SECRETARY - CAPITAL PLANNING

POSITION: Fiscal Secretary - Capital Planning

REPORTS TO: Director of Capital Planning

LOCATION: Department of Capital Planning

NATURE OF WORK:

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the direction of the Director of Capital Planning.

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 work with frequent interruptions and work under deadlines and pressure to meet scheduled and unscheduled deadlines, with attention to detail
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- 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
- Ability to make decisions in accordance with regulations and established policies
- Ability to accept constructive feedback with frequently changing requirements
- Ability to work under a minimum amount of supervision
- Possess knowledge of regulations and procedures associated with State and Federal programs
- Possess thorough working knowledge of office equipment and technology, including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications

DUTIES AND RESPONSIBILITIES:

- Prepares and distributes correspondence: bulletins, reports, newsletters, brochures, agendas, forms, etc., as required, and maintains appropriate files
- Schedules appointments and arranges conferences
- Uses knowledge of office technology, including office equipment and software, to complete tasks
- Prepares and maintains fiscal records including payroll, leave, operating office, and the utility budget

- Analyzes data from requisitions, invoices, and other reports for accuracy and completion by matching, reconciling, and verifying data with tracking software
- Provides and updates the Director with important items such as budget reports
- Prepares budget transfers for the Director
- Composes routine and non-technical correspondence and prepares special reports and summaries, including Brightly Software (Energy Manager) and Energy Star Portfolio reports
- Screens incoming telephone calls, answers general inquiries, and directs telephone calls to other school personnel
- Assists with scheduling, tracking, and verifying fuel delivery orders
- Assists with verification of utility invoices against a variety of contract pricing
- Assists with entering data into the utility tracking software for cost and consumption
- Assists with entering data into the capital improvement tracking software for analysis
- Assists with data analysis of State initiatives, assessments, and funding programs
- Reviews incoming mail, obtains, and attaches pertinent information, prioritizes, and routes to appropriate department personnel
- Maintains time records and computes hours worked within pay periods for interns and/or apprentices
- Acts as an administrative backup for duties involving the Capital Plan and the Educational Facilities Master Plan
- Arranges meetings and prepares paperwork for the Director
- Fills out and submits work orders for the department
- Coordinates and communicates with various departments and schools
- Represents the department at division wide office/fiscal secretarial staff meetings and provides pertinent information to the department
- Communicates with parents, staff, and other necessary parties in a calm and respectable manner
- Prepares memos, reports, data analysis, and letters at the direction of the Director
- Schedules appointments and arranges conferences
- Updates and organizes paper and electronic files and folders
- Assists with maintaining and updating Board of Education policies and regulations
- Maintains and orders supplies, enters operating budget requisitions, and prepares payments for approval
- Analyzes a variety of data to create spreadsheets, financial and graphical analyses, and assists with completion of local and State initiatives or new programs in a variety of different formats
- Maintains school floor plans based on use, as coordinated with the schools
- Researches and analyzes a variety of data to create spreadsheets, financial and graphical analysis, and assists with completion of local and State initiatives or new programs in a variety of different formats
- Assists with analysis and exporting data to process payments
- Assists with other general office duties as needed
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associate degree OR three (3) years of experience as an administrative secretary
- 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 purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position

Preferred:

- Associate degree in accounting, business or related field
- Extensive Microsoft Excel knowledge for complex analysis and reporting

TERMS 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

Update 07.2024, 05.2025

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

FISCAL SECRETARY - FOOD AND NUTRITION SERVICES

POSITION: Fiscal Secretary - Food and Nutrition Services

REPORTS TO: Director of Food and Nutrition Services

LOCATION: Food and Nutrition Services

NATURE OF WORK:

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the direction of the Director.

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
- 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:

- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, and forms, as required and maintains appropriate files
- Prepares and maintain fiscal records
- Analyzes data from requisitions, invoices, and other reports for accuracy and completion by matching, reconciling, and verifying data with tracking software
- Provides and updates the Director with important items such as budget reports
- Prepares budget transfers for the Director
- Handles payroll and leave forms for staff
- Coordinates the purchasing of office equipment and supplies
- Arranges meetings and prepares paperwork for the Director
- Completes and submits work orders for the Department
- Assists with securing food service substitutes for kitchens when necessary
- Controls access to food and nutrition services credit cards and keys
- Handles and processes invoices for purchases from various food service vendors; requisitions for the department
- Assists with processing of meal benefit applications
- Prepares student account refunds and transfers

- Monitors the food service general email account, responds to general inquiries, and distributes to appropriate central office personnel
- Prepares memos and letters at the direction of the Director
- Coordinates and communicates with various departments and schools
- Communicates with parents, staff, and other necessary parties in a calm and respectable manner
- Schedules appointments and arranges conferences
- Updates and organizes files and folders such as Board of Education policies and regulations
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or GED
- Associate degree OR three (3) years of secretarial or general office experience
- 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.

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

Updated 07.2024, 05.2025

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

FISCAL SECRETARY - MAINTENANCE

POSITION: Fiscal Secretary - Maintenance

REPORTS TO: Director

LOCATION: Department of Maintenance

NATURE OF WORK:

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the direction of the Director.

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
- 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
- Possess thorough working knowledge of office equipment and technology, including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications

DUTIES AND RESPONSIBILITIES:

- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, and forms, as required and maintains appropriate files
- Schedules appointments and arranges conferences
- Uses knowledge of office technology, including office equipment and software to complete tasks
- Prepares and maintain fiscal records
- Analyzes data from requisitions, invoices, and other reports for accuracy and completion by matching, reconciling, and verifying data with tracking software
- Provides and updates the Director with important items such as budget reports
- Prepares budget transfers for the Director
- Handles payroll and leave forms for staff
- Handles and processes invoices for purchases

- Analyzes data from requisitions, invoices, and other reports for accuracy and completion by matching, reconciling, and verifying date
- Coordinates the purchasing of office equipment and supplies
- Arranges meetings and prepares paperwork for the Director
- Fills out and submits work orders for the Department
- Prepares memos and letters at the direction of the Director
- Updates and organizes files and folders such as Board of Education policies and regulations
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associate degree OR three (3) years of experience as an administrative secretary
- 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:

- Associate degree in business or related field

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

Update: 07.2024, 05.2025

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

FISCAL SECRETARY - TRANSPORTATION

POSITION: Fiscal Secretary - Transportation

REPORTS TO: Director of Transportation

LOCATION: Division of Supporting Services - Transportation

NATURE OF WORK:

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the direction of the Director of Transportation.

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
- 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:

- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, and forms, as required and maintains appropriate files
- Schedules appointments and arranges conferences
- Prepares and maintain fiscal records
- Analyzes data from requisitions, invoices, and other reports for accuracy and completion by matching, reconciling, and verifying data with tracking software
- Prepares budget transfers for the director
- Handles payroll and leave forms for Board of Education bus drivers, bus attendants, and transportation staff
- Works with Board of Education bus drivers and attendants to make sure they have all necessary supplies including cell phones and cleaning products
- Assists with securing substitute Board of Education drivers and attendants when necessary
- Handles and processes invoices for Department of Transportation purchases
- Coordinates the purchasing of office equipment and supplies
- Controls access to transportation credit cards and keys
- Handles insurance paperwork for all St. Mary's County Public School buses and all Board of Education owned vehicles

- Arranges meetings and prepares paperwork for the Accident Review Committee
- Fills out and submits work orders for the Department of Transportation
- Contacts Naval Base and coordinates obtaining passes for school bus drivers
- Works with local news stations to secure weather codes
- Prepares memos and letters at the direction of the director
- Coordinates and communicates with various departments and schools
- Communicates with parents, staff, bus drivers, bus contractors, and other necessary parties in a calm and respectable manner
- Updates and organizes files and folders such as Board of Education policies and regulations
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or GED
- Associate degree OR three (3) years of secretarial or general office experience
- 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

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

Updated 07.2024, 5.2025