

## **Executive Assistant I, Board of Education**

*This position opens September 13, 2021 and closes September 26, 2021.*

### **DESCRIPTION**

The Executive Assistant I provides critical support to the Board of Education (BOE) and Administrator to the Board of Education. Under the direction of the Administrator to the Board of Education, the Executive Assistant performs a variety of confidential and complex administrative, secretarial, and clerical functions to maintain operations throughout the office.

The Executive Assistant also serves as the Ombudsman, serving as an independent, neutral party responsible for helping parents, families and community members address concerns or resolve problems that may arise as they engage with the Howard County Public School System (HCPSS).

The Executive Assistant is responsible for exercising confidentiality, independent judgment, and action in accordance with delegated responsibilities and works collaboratively with Board of Education members, HCPSS executive leadership staff, and external stakeholders. The ideal candidate for this position has mastered the art of customer service, seamlessly manages multiple priorities and confidential tasks independently, and demonstrates proficiency with utilizing web-based productivity and collaboration tools such as Microsoft Office, Google Workspace, and video conferencing platforms to support the work of the Board of Education. The Executive Assistant I serves as the back-up to the Administrator to the Board of Education and must be available for evening meetings and occasional weekend events as needed.

To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Prepares information for the Board of Education (BOE) and other meetings.
- Creates and maintains electronic databases, spreadsheets, and record logs.
- Prepares agendas, sends notices, and attends meetings and work sessions for the purpose of providing information, recording minutes, and supporting the needs of other attendees.
- Prepares, proofreads, edits, and distributes correspondence, memoranda, charts, and reports.
- Maintains confidentiality of information processed through the Board office.
- Serves as Ombudsman, a designated neutral party, in responding to the questions and concerns of parents, HCPSS employees, and community members by communicating, interpreting, and applying HCPSS policies and procedures designed to assist parties in reaching resolution.
- Provides general professional support and maintains confidential records of all Ombudsman cases.
- Develops and provides annual reports summarizing issues, concerns, and inquiries regarding Ombudsman activities.
- Initiates culturally diverse outreach activities that raise visibility and promote Ombudsman services to parents of all HCPSS students.

- Works independently on projects and initiatives assigned by the Administrator to the Board of Education. Conducts research and collects data and other supporting materials to complete.
- Serves as a communications link between the Administrator and both internal and external stakeholders. Ensures that communication to, from, and between the Administrator, Board, and the public are handled in accordance with best practices for customer service.
- Supports various Board of Education advisory committees.
- Maintains financial records related to the BOE office. Prepares and processes payments, purchase orders, direct payments, and other financial requests for the department.
- Establishes, organizes, and maintains filing and record-keeping systems. Creates and updates reference manuals and/or materials to support office functions. Processes incoming and outgoing mail and materials.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

<b>Applicants must meet the criteria in ONE of the rows below.</b>	
A high school diploma (or equivalent).	Six (6) years of experience, with increasing responsibilities, that includes clerical, secretarial, and administrative support in an office setting.
An associate degree in business or a related field.	Five (5) years of experience, with increasing responsibilities, that includes clerical, secretarial, and administrative support in an office setting.

### **PREFERRED QUALIFICATIONS**

- Experience working with senior leadership and executive level staff.
- Knowledge and understanding of the practices, procedures, and documentation in a public preK-12 school system.
- Prior work experience in a preK-12 public school system.
- Previous work experience in a confidential setting.

### **SPECIAL REQUIREMENTS**

The Executive Assistant I serves as the back-up to the Administrator to the Board of Education and must be available for evening meetings and occasional weekend events as needed.

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Administrative, Management, and Technical (AMT) employee unit. The current starting salary range for this position is \$66,600 - \$88,263. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

### **APPLICATION REQUIREMENTS**

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval  
Human Resources Business Partner  
Office of Human Resources  
(410) 313-6689  
[sandy\\_saval@hcpss.org](mailto:sandy_saval@hcpss.org)

### ***Equal Opportunity Employer***

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.