

Administrative Secretary II

Office of Purchasing

*A complete application includes all application materials, proof of education and three supervisory references. Internal applicants must have a minimum of one reference from a **current supervisor** from within HCPSS.*

References must be updated annually.

Applicants must submit all required materials by the closing date.

Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

DESCRIPTION

This position involves confidential administrative secretarial/clerical work at the executive level. An employee in this classification, with limited guidance from the supervisor, manages an office and performs a variety of complex secretarial, clerical, and administrative functions to maintain that office's operation. The Administrative Secretary II exercises independent judgment and action, including making frequent decisions in accordance with delegated responsibilities from assigned supervisor. Work is reviewed periodically in conference.

ESSENTIAL POSITION RESPONSIBILITIES

- Organizes and coordinates all aspects of office functions.
- Performs administrative level secretarial/clerical duties of a confidential nature.
- Interprets administrative decisions and policies within the assigned scope of duties and responsibilities.
- Acts as an intermediary, maintaining frequent contacts with internal and external stakeholders.
- Prepares and edits correspondence, including letters and reports, entailing a wide knowledge of the Division's programs and procedures.
- Prepares agendas for meetings and sends notices of meetings; takes minutes as necessary.
- Makes appointments and maintains schedules and the calendar for the supervisor.
- Creates and maintains electronic databases, spreadsheets and logs.
- Maintains financial, attendance, and payroll records, and other required documentation.
- Assists in the preparation of budgets.
- Processes payment requests and requisitions for approved purchase orders; prepares and expedites purchase orders, direct payment requests, change orders, etc.
- Organizes and maintains files to support office functions.
- Orders, distributes, and keeps an inventory of supplies.
- Answers questions within the assigned scope and responsibility or refers to other individuals as appropriate.
- Provides support for Workday Purchasing module and training to new users.
- Provides support for Purchasing policy and procedure training sessions.

- Performs other duties as assigned

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

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.

Experience:

- Six (6) years of clerical/secretarial experience, with three (3) years at the level of Administrative Secretary.
- OR
- Associate Degree in Secretarial Science and two (2) years of experience at the level of a secretary.

Education:

- High school graduate or equivalent

Required Knowledge, Skills and Abilities:

- Expert knowledge of office organization and management techniques.
- Expert knowledge of and proficiency with computer technology to include Microsoft Outlook and Office (Excel, Word, Access and Power Point).
- Ability to communicate clearly and concisely in both written and oral form.
- Ability to work harmoniously with both internal and external stakeholders.
- Ability to prioritize, perform multiple tasks, and work with frequent interruptions.
- Expert knowledge of business English, spelling, punctuation, and grammar.
- Ability to work independently on complex tasks.
- Ability to maintain confidentiality.

PREFERRED QUALIFICATIONS

- Demonstrated experience working with financial management system, including but not limited to, accounts payable, procurement, budget and inventory tracking.

Salary:

This is a 12 month, Grade 11 position on the HCEA-ESP Secretaries and Assistants salary scale (<https://www.hcpss.org/f/employment/esp-agreement.pdf>). Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

Dr. Michael J. Martirano, Superintendent

Under the HCPSS Telework Program, this position may have flexible work from home options available. Approval is based on the needs of the department and the school system.

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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.

A complete online application and all application materials, including **three** supervisory reference surveys, must be submitted by the closing date to be considered. One reference from a current supervisor is required from current HCPSS employees.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript (upload with application)
- Cover letter
- Resume

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

For questions regarding this vacancy, please contact:

Laurie Watts
Human Resources Business Partner
Office of Human Resources
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Laurie_watts@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual

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orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.