

Administrative Secretary II – Planning and Construction

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

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 accounting, administrative, and secretarial 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. Under the Fair Labor Standards Act, this position is not exempt from overtime.

ESSENTIAL POSITION RESPONSIBILITIES

- Organizes and coordinates all aspects of office functions
- Performs administrative level secretarial/accounting duties of a confidential nature
- Verifies and processes payment requests, requisitions, and change orders; prepares and expedites purchase order, etc. related to the function of school construction projects 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, logs, MS Teams process groups
- Assists in the preparation of budgets, both operating and capital budgets
- Organizes and maintains files to support office functions
- Orders and keeps an inventory of supplies
- Answers questions within the assigned scope and responsibility or refers to other individuals as appropriate
- 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.

Education and Experience:

- High school graduate or equivalent and six (6) years of administrative support/clerical experience to include:

- One (1) year of accounting experience and/or 6 accounting college credits.

PREFERRED QUALIFICATIONS

- Experience working with a financial management system, including but not limited to, accounts payable, procurement, budget, and inventory tracking
- Administrative support/clerical experience in a PreK-12 school system

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee unit. This position is Grade XII on the Secretaries and Assistants salary scale, \$21.26 to \$38.66 per hour. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is non-exempt.

Under the HCPSS Telework Program, this position is eligible for telework for up to two days per week. Approval is based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

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, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Laurie Watts
Recruitment Specialist
(410) 313-1521
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. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. 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 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.