

Executive Assistant IV, Office of the Deputy Superintendent

The Howard County Public School System (HCPSS) is one of the leading 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

Under the direction of the Deputy Superintendent, the Executive Assistant IV provides the necessary professional-level coordination and support for the Office of the Superintendent and the Deputy Superintendent. This position involves confidential and collaborative administrative assistant work at the executive level and performs a variety of complex functions to maintain operations throughout the school system. The Executive Assistant IV exercises discretion, independent judgment, and action in accordance with delegated responsibilities. This position may be required to work beyond normal business hours in an emergency or time sensitive situation.

ESSENTIAL POSITION RESPONSIBILITIES

- Liaise with board members, internal, and external stakeholders on behalf of the Deputy Superintendent and Superintendent.
- Provide administrative support primarily to the Deputy Superintendent and the Office of the Superintendent of the school system, while always maintaining confidentiality.
- Act as the first point of contact for visitors to the Office of the Superintendent.
- Work independently and collaboratively with staff members throughout the school system to support initiatives and projects, as assigned by the Deputy Superintendent.
- Coordinate follow through on implementation of decisions made by the Superintendent and Deputy Superintendent.
- Prepare, proofread, edit, and distribute correspondence, memoranda, charts, databases, spreadsheets, and reports for internal and external stakeholders while adhering to timelines.
- Prepare and review communication materials to ensure the Superintendent and Deputy Superintendent are fully briefed on relevant issues and prepare all background information supporting each briefing.
- Monitor the budget for the Office of the Deputy Superintendent and work with the Deputy Superintendent to communicate budgetary needs to the Office of Budget.
- Utilize resources and technology to create and maintain a variety of documents, charts, electronic databases, spreadsheets, logs, and reports for internal and external stakeholders.
- Coordinate meetings, prepare agendas, send notices, attend meetings and work sessions, and record meeting notes for the purpose of providing information and supporting the needs of other attendees.
- Maintain the Deputy Superintendent's calendar of events, including on and off-site meetings, school visits, presentations, conferences, and travel.
- Manage inquiries from the Superintendent's public email address by responding to or directing the inquiry to the appropriate staff member.

- Answer questions within the assigned scope and responsibility or refer to others as appropriate.
- Manage multiple projects and simultaneous deadlines to support the Deputy Superintendent.
- Order, distribute, and keep an inventory of office supplies; reconcile invoices for orders.
- Prepare and process purchase orders and direct payments for the Office of the Superintendent.
- Demonstrate professional level verbal and written communication skills.

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:

Applicants must meet the criteria in ONE of the rows below.	
Associate degree in business or a related field	AND Six (6) years of administrative assistant experience providing support to an executive leadership position.
Bachelor’s degree in business or a related field	AND Four (4) years of administrative assistant experience providing support to an executive leadership position.

PREFERRED QUALIFICATIONS

- Two (2) years of experience and/or a combination experience with the following:
 - Experience with short and long-range administrative and academic planning.
 - Experience utilizing Microsoft Office (Word and Excel) or Google Docs to create and maintain electronic databases, reports, spreadsheets, and logs
 - Experience with event and program management.
 - Work experience in a PreK-12 public 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 full-time, 12-month per year, position in the Administrative, Management, and Technical employee unit. The current salary range for this position is \$71,266 - \$86,907. Salary placement will be in conjunction with salary procedures of the Howard County Public Schools System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

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

For questions regarding this vacancy, please contact:

recruitmentinquiries@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.