

Executive Assistant III, Division of Administration, Budget Office

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.

The Division of Administration provides essential management functions for the transparent, efficient, and effective operation of the school system. Specifically, through its communications and partnership functions, the Division provides access and information on student-centered school practices promoting understanding and inclusivity by communicating district and school information to stakeholders, increasing parent and community engagement and working with government partners. Through its fiscal management responsibilities, the Division supports and advances the goals and desired outcomes for responsive and efficient operations with transparent budget processes and sound financial practices.

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

DESCRIPTION

Under the direction of the Executive Director of Budget, the Executive Assistant III provides essential project coordination for the development of annual budget books and administrative support to the financial management functions of the Budget Office. This position will also provide some administrative support to the Finance Office. This person is a key team player comfortable and confident working interdependently with minimal supervision in a fast-paced, quickly changing environment. With outstanding project management skills, technical skills in Office 365 Suite and publication software such as Adobe, and attention to detail, the ideal candidate manages multiple priorities and meets deadlines with a high degree of accuracy.

ESSENTIAL POSITION RESPONSIBILITIES

- Provides administrative and project management support to the Budget and Finance offices of the Division of Administration, while maintaining confidentiality at all times.
- Prepares annual budget books (3) for publication.
- Prepares information for the Board of Education and other meetings.
- Prepares documents and creates and maintains electronic databases, spreadsheets, and logs.
- Keeps the system calendar up to date. Prepares meeting agendas and calendar invitations, manages meeting correspondence, and attends meetings as required for documentation.
- Assists schools and offices providing support to budget, accounting, payroll, and other inquiries.
- Prepares, proofreads, edits, and distributes correspondence, memoranda, charts and reports.
- 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 within the division.
- Works independently on projects and initiatives assigned by the Executive Director of Budget.
- Completes tasks as related to purchasing, procurement, and personnel.

Dr. Michael J. Martirano, Superintendent

- Prepares and distributes internal correspondence and presentations.
- Serves as a communications link between the Budget Office and both internal and external stakeholders.
- Serves as the office manager and establishes, organizes, and maintains filing and record-keeping systems and reference manuals/materials to support office functions.
- Maintains confidentiality of information processed through the Budget and Finance offices.
- Demonstrates exceptional organizational and interpersonal skills, and exercises discretion, independent judgment, and action in accordance with delegated responsibilities.
- Assists other departments within and outside the division.

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

A combination of education and experience may be considered.

Education and Experience:

Applicants must meet the criteria in ONE of the rows below.	
A high school diploma or GED equivalent.	Eight (8) years of administrative support and project management experience with increasing responsibilities, with three (3) years of experience providing administrative support to an executive or senior leader.
An Associate degree in business or a related field.	Six (6) years of administrative support and project management experience with increasing responsibilities, with three (3) years of experience providing administrative support to an executive or senior leader.
A Bachelor's degree or higher in business or a related field.	Four (4) years of administrative support and project management experience with increasing responsibilities, with three (3) years of experience providing administrative support to an executive or senior leader.

PREFERRED QUALIFICATIONS

- Knowledge of the general organization and functions of the Howard County Public School System.
- Experience with Office 365 applications and Adobe applications.
- Experience developing and/or following project management schedules.
- Previous work experience in a confidential setting.

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 bargaining unit. The current salary range for this position is on the Technical Central Office and School Based salary scale, Grade 23, \$54,965 - \$102,286. Step 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 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, 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.