

## **Executive Assistant I, Office of Student Transportation**

The Howard County Public School System (HCPSS) is one of the top school systems in 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 Director of Student Transportation, the Executive Assistant I supports the Office of Student Transportation (OST). The Executive Assistant I performs a variety of confidential and complex administrative, secretarial, and clerical functions to maintain operations throughout the office. This position is responsible for exercising confidentiality, independent judgement, and action in accordance with delegated responsibilities and works collaboratively with managers in the OST.

The ideal candidate for this position has a strong desire to support students and families served by the Office of Student Transportation.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Provides administrative, secretarial, and clerical support to the Director of Student Transportation and OST staff.
- Prepares and edits correspondence, entailing a wide knowledge of the department's programs, procedures, functions, and policies.
- Schedules meetings and maintains the calendar for the Director.
- 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.
- Works independently on projects and initiatives assigned by the Director. Conducts research and collects data and other supporting materials to complete.
- Serves as a communications link between the Director and both internal and external stakeholders. Ensures that communication to, from, and between the Director, office, and the public is handled in accordance with best practices for customer service.
- 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.
- Interprets administrative decisions and policies within the assigned scope of duties and responsibilities.
- Orders, distributes, and keeps an inventory of supplies and other transportation items.
- Prepares and processes payments, purchase orders, direct payments, and other financial requests for the office.

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**

<b>Applicants must meet the criteria in ONE of the rows below.</b>	
High school diploma (or GED equivalent)	Six (6) years of clerical/secretarial experience with increasing responsibilities, which includes clerical, secretarial, and administrative support in an office setting.
Associate degree in business or a related field.	Four (4) years of clerical/secretarial experience with increasing responsibilities, which includes clerical, secretarial, and administrative support in an office setting.

**PREFERRED QUALIFICATIONS**

- Bachelor’s degree in business administration or related field.
- Two (2) years of administrative support/secretarial experience in a PreK-12 school system providing customer service to parents or community members related to student transportation.
- One (1) year of experience utilizing computer technology (e.g., Microsoft Office Suite and Google Workspace) to track projects and correspondence.

**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.

Applicants evaluated as Best or Better Qualified based on the preferred qualifications will be required to complete a technology assessment which may be administered as part of the selection process. Invitation to interview will be contingent upon successful completion of this assessment.

**EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Education Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 22, \$52,635 - \$100,846. Step placement within this lane will be determined based on 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**

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 that 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 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).

For questions regarding this vacancy, please contact [recruitmentinquiries@hcpss.org](mailto: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.