

Executive Assistant I, Staff Relations

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

Under the direction of the Director of Employee and Labor Relations, the Executive Assistant I supports the Department of Employee and Labor Relations. The Executive Assistant I performs a variety of confidential and complex administrative, secretarial, and clerical functions to maintain operations throughout the department. This position is responsible for exercising confidentiality, independent judgment, and works closely and collaboratively with other HCPSS departments including the Department of Human Resources and the Division of Schools.

ESSENTIAL POSITION RESPONSIBILITIES

- Manages the director's schedule, prepares reports and correspondence, and responds to general inquiries via email and phone.
- Provides ancillary support to the Human Resources Executive Officer, as needed.
- Provides secondary support to the administrative human resources team and participates in recognition and engagement activities.
- Researches costs and purchases equipment, supplies, and materials for workplace accommodations.
- Arranges payments for invoices and purchase orders.
- Participates in budget planning, maintains department financial records, assists with the submission of expense reports.
- Creates courses in Frontline for all department trainings, assists with training logistics, and enrollment tracking.
- Makes conference travel arrangements, including lodging and transportation.
- Collects and reports data for various stakeholders, including the Maryland Legislature, Maryland Negotiation Service, the Board of Education (BOE) and Superintendent.
- Prepares and reviews memorandums to the Board, drafts annual staff memorandum, and composes Board reports and presentations.
- Inputs changes for negotiated agreements for each bargaining unit.
- Manages the department's Canvas page, documents internal processes, and updates departmental templates.
- Scans historical records older than 10 years to create electronic copies, updates electronic records for negotiated agreements and salary history, and prepares disciplinary and investigative files for legal review.
- Creates and maintains physical and electronic files for grievances, appeals, administrative leave, criminal charges, and other employee and department concerns.
- Tracks and approves Union business leave, monitors staff arrests, and tracks and schedules grievances and disciplinary appeals.
- Manages case files in the Guardian case management system.
- Responds to requests for HB486 sexual misconduct forms or equivalent forms from other Maryland and US school districts.
- Assists with preparing and gathering information for unemployment claims.

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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

- Possesses strong organizational skills with the ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- Possesses the ability to adapt to changing priorities and work under pressure.
- Possesses the ability to build and maintain strong relationships with colleagues and clients.
- Possesses strong written and verbal communication skills to interact with various stakeholders, both internally and externally.
- Possesses the ability to identify and resolve issues proactively.
- Possesses the ability to maintain confidentiality of sensitive and privileged information including records, documents, and data.
- Knowledge and proficiency with technology such as word processing applications, presentation software, web-based productivity and collaboration tools (Microsoft Office and Google Suite), and data management systems.

MINIMUM QUALIFICATIONS

A combination of education and experience may be considered.

Education	Experience
High school diploma or high school equivalent.	Six (6) years of clerical/secretarial experience with increasing responsibilities, which includes clerical, secretarial and administrative support in an office setting.
Associate’s degree from an accredited college or university.	Four (4) years of clerical/secretarial experience with increasing responsibilities, which includes clerical, secretarial and administrative support in an office setting OR the equivalent combination of education and experience

PREFERRED QUALIFICATIONS

- Associate's degree in business, paralegal studies, or related field
- Experience drafting and composing correspondence on behalf of senior leadership.
- Experience managing a case management system or electronic database.
- Experience working in a human resources office or a PreK-12 public school/educational setting.
- Experience drafting and composing correspondence on behalf of senior leadership.

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.

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 on the 12-Month Technical Central Office and School Based salary scale, \$52,635 - \$100,846. Actual step 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 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.

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.

