

Executive Assistant III, Human Resources

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 Human Resources Executive Officer and the Executive Director of Human Resources the Executive Assistant III supports the Department of Human Resources. This position performs a variety of complex administrative, secretarial and clerical functions to maintain operations throughout the department. The Executive Assistant III exercises confidentiality and independent judgment in accordance with delegated responsibilities from assigned supervisor(s) throughout the Department of Human Resources.

ESSENTIAL POSITION RESPONSIBILITIES

- Provides administrative, secretarial, and clerical support to the Human Resources Executive Officer and the Executive Director of Human Resources.
- Maintains calendars of the Human Resources Executive Officer and Executive Director of Human Resources.
- Manages the director's schedule, prepares reports and correspondence, and responds to general inquiries via email and phone.
- Works collaboratively with the Human Resources leadership team to support department initiatives and projects.
- Provides administrative support to the Human Resources department.
- Orders supplies and materials, submits payment for invoices and purchase orders.
- Participates in budget planning, maintains department financial records, assists with the submission of expense reports.
- Makes travel arrangements, lodging and transportation.
- Prepares and edits correspondence, entailing a wide knowledge of the Division's programs, procedures, functions and policies.
- Prepares and reviews memorandum to the Board, drafts annual staff memorandum, and composes Board reports and presentations.
- Manages and updates the department's Canvas and web pages, documents internal processes, and updates departmental templates.
- Creates courses in Frontline for all department trainings, assists with training logistics, and enrollment tracking.
- Provides planning, logistical and administrative support for job fairs, employee recognition activities, and chairs the human resources' engagement committee.
- Prepares and processes payment for tuition reimbursement to university cohorts.
- Reviews and edits temporary, contractual, and hourly employee time records for approval and submittal.

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 identify and resolve issues proactively.
- Possesses strong written and verbal communication skills to interact with various stakeholders, both internally and externally.
- 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.
- Possesses the ability to build and maintain strong relationships with colleagues and clients.
- Possesses the ability to adapt to changing priorities and work under pressure.
- Possesses the ability to maintain confidentiality of sensitive and privileged information including records, documents, and data.

MINIMUM QUALIFICATIONS

A combination of education and experience may be considered.

Education	Experience
High school diploma or high school equivalent.	<p>Five (5) years of clerical, secretarial, and/or administrative support in an office setting with increasing responsibilities.</p> <ul style="list-style-type: none"> • One (1) year of experience working with budgets, performing account reconciliation, and/or creating financial reports. • One (1) year of experience utilizing spreadsheets to organize, manipulate, and analyze data. • One (1) year of work experience using web-based productivity and collaboration applications such as Microsoft Office (e.g., Outlook, Excel, Word, Access, PowerPoint, Teams), Google Workspace (e.g., Drive, Docs, Sheets, Slides, Meet) or Adobe Suites.
Associate’s degree from an accredited college or university.	<p>Three (3) years of clerical, secretarial, and/or administrative support in an office setting with increasing responsibilities.</p> <ul style="list-style-type: none"> • One (1) year of experience working with budgets, performing account reconciliation, and/or creating financial reports. • One (1) year of experience utilizing spreadsheets to organize, manipulate, and analyze data. • One (1) year of work experience using web-based productivity and collaboration applications such as Microsoft Office (e.g.,

	<p>Outlook, Excel, Word, Access, PowerPoint, Teams), Google Workspace (e.g., Drive, Docs, Sheets, Slides, Meet) or Adobe Suites.</p>
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PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Administrative support experience in a human resources office, PreK-12 school system, or educational setting.
- One (1) year of work experience performing calendar management tasks including calendar maintenance and scheduling.
- One (1) year of project management work experience.
- One (1) year of work experience utilizing software applications to execute daily assignments and projects.
- One (1) year of work experience utilizing spreadsheets to manipulate and analyze financial data (e.g. - budgets, balance sheets).

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 23 on the 12-Month Technical Central Office and School Based salary scale, \$56,202 - \$104,587. 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.