

Administrator to the Board of Education

This position opens on June 25, 2021 and closes July 11, 2021.

DESCRIPTION

Under the supervision of the Chairman of the Board of Education (BOE), the Administrator to the Board of Education provides oversight and implementation of the daily operations of the Board of Education office including the supervision of assigned administrative staff. The Administrator serves as a liaison between members of the Board of Education, Howard County Public School System (HCPSS) staff, and constituents. The Administrator works closely with the Office of the Superintendent to coordinate joint meetings, the development of the quarterly agenda, and the response to urgent matters.

The ideal candidate for this position has exceptional ability to manage complex and time sensitive projects. With outstanding customer service and communication skills, this individual deals tactfully and effectively with school administrators, school system staff, external organizations, and the general public. The ideal candidate is skilled in the use a variety of computer software and cloud-based applications such as Microsoft Office, Google Workspace, and video conferencing platforms. The ability to exercise judgment, resourcefulness, discretion, and confidentiality in this role is paramount.

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

ESSENTIAL POSITION RESPONSIBILITIES

- Schedules and participates in all Board of Education business meetings, work sessions, special meetings, and public hearings, documenting actions and discussions. Provides leadership in agenda management by preparing and maintaining all Board meeting agendas. Transcribes, prepares, and oversees distribution of meeting minutes. Oversees maintenance of official archive of all Board meeting minutes. Maintains the confidentiality of materials.
- Serves as the primary compliance officer for the Open Meetings Act as it pertains to Board meetings. Ensures all meeting are announced and agenda posted.
- Maintains the Board calendar and strategically plans and implements activities related to official Board business. Establishes short-term and long-term priorities and milestones to address them on time.
- Serves as first point of contact between the Board and the community. Exercises independent judgment to answer questions from constituents and internal staff on matters related to the Board, originates a wide variety of correspondence, and refers inquiries to the appropriate person or department. Interprets and communicates HCPSS policies as needed to respond to and resolve inquiries.
- Maintains effective communication and collaboration with the Office of the Superintendent.
- Provides timely notice to the Board of sensitive or potential crisis situations within the school system.

- Collects, researches, compiles, organizes, and presents information on a variety of issues at the request of Board Members. Maintains a list of Board requests for action, unfinished Board business, and future agenda items. Follows up with staff on outstanding action items.
- Serves as the liaison for appeals to the Board of Education. Collaborates with the Board's attorney concerning Board requests and appeals by the public and employees. Processes appeals to the Board in accordance with established procedures. Arranges Board hearings in a timely manner. Informs appellant of the Board's appeal procedures. Assigns hearing examiner and ensures relevant legal material is available for review prior to the hearing.
- Coordinates Board retreats and orientation for new Board members. Schedules professional development for Board members as needed. Informs Board members of operating procedures and protocol for meetings, hearings, executive sessions, and other Board activities.
- Establishes and maintains communication and effective working relationships with community and stakeholder groups, internal and external organizations, and agencies that provide educational related services.
- Maintains the Board calendar and has authority for commitment of time. Arranges meetings between Board members and executive staff, elected officials, and other constituents as requested.

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:

- A Bachelor's degree from an accredited college or university in public or business administration, public relations, communications, or a related field.

Experience:

- At least (5) five years of experience working with senior leadership and executive level staff and providing leadership in the execution of highly complex projects and administrative tasks.
- Experience supervising and training staff.

PREFERRED QUALIFICATIONS

- Experience running effective meetings utilizing parliamentary procedure.
- Knowledge of the Maryland Open Meetings Act.
- Experience utilizing BoardDocs Pro or similar school board management software.
- Knowledge of the Maryland Annotated Code for Education.
- Knowledge of the general organization and functions of Maryland public school systems.

SPECIAL REQUIREMENTS

- Ability to work evenings and occasional weekends, frequently under pressure.

SALARY

This is a 12-month per year position in the Administrative, Management, and Technical employee group. The current salary range for this position is Group G, \$102,020- \$148,624. Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

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.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
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Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.