



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

MARYLAND CENTER FOR SCHOOL SAFETY

July 17, 2018

- POSITION TITLE:** Administrator I – MCSS Executive Assistant
- POSITION NUMBER:** 316895 (JobAps #18-006094-0003)
- SALARY:** State Salary Grade 16
Salary Range: \$44,017- \$63,880
- LOCATION:** 7125 Ambassador Road #130
Windsor Mill, Maryland 21244
- NATURE OF WORK:** This is a professional position responsible for providing direct administrative, fiscal, secretarial, logistical, and technical support to the Executive Director of the Maryland Center for School Safety and the School Safety (MCSS) Subcabinet/Center Governing Board.
- DUTIES AND RESPONSIBILITIES:** Provides administrative and secretarial support to the MCSS Executive Director, the Subcabinet and the Deputy Director; Coordinates administrative coverage of the MCFSS; organizes meeting logistics, events, seminars, calendar schedule, mail, telephone and email requests; determines the appropriate course of action for response; composes correspondence/reports for the signature and designs, develops and prepares exhibits, reports, publications and presentations; serves as primary liaison for all MCFSS fiscal processes and manages procurement activity including expense reports; oversees MCSS communications; coordinates meetings, including agenda and meeting minutes.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** A Bachelor's degree from an accredited college or university.
- EXPERIENCE:** Four years of experience in administrative staff or professional work. That involved progressively responsible experience providing administrative support to a senior or executive level manager. One year of the must have included Office Management. Relevant experience in a State or local government agency is a desirable.
- Notes:**
1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
 2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year-for-year basis for the required experience.
 3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year-for-year basis for the required education and experience.
- ESSENTIAL REQUIREMENTS:** Knowledge of principles and practices of office administration; knowledge of standard business English; extensive knowledge of Microsoft Word, Excel, and Power Point; knowledge of Google applications; ability to manage and coordinate multiple tasks and exercise sound judgment; skill in time management and personal organization; skill in preparing detailed and accurate documentation; ability to prioritize and respond to inquiries from internal staff, high level administrators, constituents, stakeholders and the general public; ability to follow instructions; ability to communicate effectively and establish and maintain effective working relationships in a team environment.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://www.marylandpublicschools.org) (or complete an MSDE Application on [marylandpublicschools.org](http://www.marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for **Administrator I – MCSS Executive Assistant, position # 316895 (JobAps #18-006094-003)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must also consent to a complete criminal and extended background investigation. Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **August 3, 2018** - Open until filled.