



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

OFFICE OF THE DEPUTY FOR SCHOOL EFFECTIVENESS SCHOOL FACILITIES BRANCH

August 30, 2019

- POSITION TITLE:** Administrative Officer III, **School Facilities General Administration**
- POSITION NUMBER:** 224822 (JobAps #19-006071-0004)
- SALARY:** State Salary Grade 15
Annual Salary Range: \$43,669 - \$63,206
- LOCATION:** 200 West Baltimore Street
Baltimore, MD 21201
- NATURE OF WORK:** This position is responsible for providing administrative support to the chief and staff of the School Facilities Branch and the Education Section of the Maryland Public School Construction Program (PSCP).
- DUTIES AND RESPONSIBILITIES:** Assists in interpreting and carrying out the policies and regulations of the State Board of Education, the directives of the State Superintendent of Schools, and the rules and regulations of the Interagency Commission on School Construction (IAC); composes, coordinates, reviews, and finalizes general memoranda, correspondence, and reports; develops and maintains project status and database on State and locally funded school construction projects; responsible for document design, production, and distribution including production of technical bulletins and other facility guide documents using desktop publishing software; gathers data and assists in the development of testimony and/or financial impact statements on proposed legislation, changes to State Board of Education bylaws, and responds to requests for comments on proposed federal regulations.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** Possession of a Bachelor's degree from an accredited four-year college or university with course work in Business, Finance, Human Resources, Information Technology, Public Administration, or a related area.
- EXPERIENCE:** Three (3) years of experience in administrative or professional work that includes office management. One (1) year experience with Microsoft Office Suite (Word, Excel, PowerPoint, Access) and/or Google Docs, Sheets, Slides, Sites preferred.
- NOTES:**
1. Applicants may substitute graduate education for the required general experience at the rate of one year of education to one year of experience, for up to two years of the required general experience.
 2. Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience for one year of education, for up to four years of the required education.
- ESSENTIAL REQUIREMENTS:** Knowledge of office practices; knowledge of a variety of computer software systems; skill in organizing and completing multiple tasks with close attention to detail; skill in interpreting and summarizing information; skill in applying various methodologies and deciding among several solutions; skill in communicating clearly and effectively; ability to exercise sound judgment in resolving inquires; ability to establish and maintain effective harmonious working relationships.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.onJobAps.org) (or complete an MSDE Application on 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 **Administrative Officer III, School Facilities General Administration #224822 - JobAps #19-006071-0004**. 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/about/Pages/OHR/Employment.aspx>

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

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 **September 13, 2019**
– Open until filled.