

POSITION ANNOUNCEMENT



Interagency Commission on School Construction
LARRY HOGAN, GOVERNOR
KAREN SALMON, Ph.D. CHAIRPERSON
ROBERT A. GORRELL, EXECUTIVE DIRECTOR



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

INTERAGENCY COMMISSION ON SCHOOL CONSTRUCTION

February 8, 2019

POSITION TITLE: Executive Associate I - Assistant to the Executive Director

POSITION NUMBER: PIN # 067477 (JobAps # 19-005051-0002)

SALARY: State Salary Grade 14
Annual Salary Range: \$39,658 - \$57,231

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: The Executive Associate serves a critical role supporting the Interagency Commission on School Construction (IAC) to ensure its operational efficiency & peak performance. Primarily will support the Executive Director by coordinating the efforts of the Interagency Commission, the Educational Specifications Workgroup, the Funding Workgroup, other staff and members. This includes coordination of meeting materials, scheduling, and development and distribution of meeting agendas, minutes & other documentation. Assists to the Executive Director with personal scheduling & communications management.

DUTIES AND RESPONSIBILITIES: Provides administrative support; serves as the personal assistant to the Executive Director, liaison for staff & members of the IAC in their work with agency officials, program heads, Local Education Agencies, staff specialists & others to facilitate the exchange of information on the program; prepares the monthly IAC agenda; serves as the recording secretary in meetings; tracks, monitors & disseminates Change in School Use (IAC 501.1 Form) & State agency motions developed by agency representative for inclusion on the Commission's meeting agenda; coordinates necessary website updates; develops & trains staff on office standard operating procedures; provides support for facilitating Human Resources activities; & completes additional duties as assigned.

MINIMUM QUALIFICATIONS: **EDUCATION:** Completion of 60 credit hours at an accredited college or university.
EXPERIENCE: Two years of progressively responsible administrative assistant experience within a professional office environment. Experience as an Executive Assistant preferred.

NOTES:

1. 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.
2. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer involving staff work requiring regular use of independent judgment and analysis in applying and interpreting rules and regulations in accordance with agency laws and policies on a year-for-year basis for the required education and experience.

ESSENTIAL REQUIREMENTS: Demonstrated experience as an executive assistant or administrative support; superior verbal & written communication skills; in-depth experience using Microsoft Office Suite with aptitude to learn new software & systems; skilled in preparing documents, including correspondence, reports, handouts, databases, charts, graphs & spreadsheets; organized self-starter able to work independently with minimal oversight; takes proactive approach to problem solving with strong decision-making skills; able to meet deadlines in a fast-paced quickly changing environment.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) (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 the application is for: **Executive Associate I, Assistant to the Executive Director #067477 (JobAps #19-005051-0002)**; 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.

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:

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, applications should be received by **February 22, 2019** - Open Until Filled.