



## Human Resources Office

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[www.hcps.org](http://www.hcps.org)

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AN EQUAL OPPORTUNITY

### VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.







#### ADMINISTRATIVE SUPPORT SPECIALIST - PROCUREMENT Central Office - Procurement

This class is the third level in the Administrative Support series. Incumbents provide specialized support services requiring a broad knowledge of the organization for an assigned function or department such as serving as a secretary lead worker or a specialist related to support for functions such as transportation, safety and security, finance, purchasing, risk management, certification, and/or library. Based on assignment, responsibilities may include overseeing library processing; coordinating purchasing and materials management; coordinating field trips and related transportation activity; and/or supporting risk management and workers' compensation processing activities; serving as lead secretary and/or office manager; processing certificate actions and/or financial transactions; and preparing payroll reports and budget projections. Based on assignment, some incumbents may serve as lead workers.


This position requires a broad knowledge of the organization and under minimal supervision provides specialized administrative support services to the assigned school and/or department.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE













*These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

-  Coordinates operational administrative activities and resources for assigned service area. Receives, researches, gathers information and processes requests and/or responds to inquiries. Assists in conveying and implementing policies and procedures of assigned area.
-  Manages calendars and/or dockets. Arranges meetings and location and equipment logistics. Prepares and distributes agendas, correspondence, informational materials and meeting minutes ensuring documents adhere to applicable standards. May make travel arrangements.
-  Conducts internal and external customer relations via email, telephone and in person. Responds to requests, researches and resolves inquiries and issues, and conveys information regarding policies and procedures. Seeks appropriate contact or resource for information as required and provides responses in a timely manner.
-  Enters and maintains data in department databases. Researches and locates information, provides status/disposition updates, prepares documents and generates reports that are of a time-sensitive nature and adhere to applicable standards.
-  Based on assignment, may perform specialized activities such as preparing and processing administrative documents related to accounts payable/receivable, purchasing, and travel expenses; providing budget tracking and expense reporting; risk management; library services; maintaining necessary forms, supplies and information resources in assigned locations; serving as designated office manager or administrative support lead worker; and/or, other related activities.
-  Performs other duties of a similar nature and level as assigned.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

-  Prepares and solicits informal quotes for commodities and materials.























## **SPECIFIC TO PROCUREMENT MAY INCLUDE**

-  Transacts credit card purchases under the direction of the Procurement Agent I, and Supervisor of Procurement and reconciles transactions.
-  Advises school personnel regarding the purchasing policy; provides excellent customer service when dealing with end-users.
-  Assists with processing of formal sealed bids and proposals.
-  Performs other purchasing work-related duties as assigned.
-  Maintains, and ensures the accuracy of the information posted to all Procurement Department internet and intranet sites.
-  Maintains user instructions, assists with the appropriate Procurement Department staff in processing purchasing actions, software actions, and updates purchasing data fields and documents procedural changes.
-  Responds to user requests for information and assists in technology problem resolution; initiates follow-up contact with users on software related issues.
-  Provides technical support, assistance, and data analysis when required.
-  Monitors existing purchasing actions and software transactions for accuracy, applicability, and efficiency. Validates database information by auditing reports and correcting variances.
-  Performs month-end close in purchasing software system.
-  Provides reports of Procurement Department Lawson and/or vendor information and data. Creates and updates Crystal Reports and develops ad-hoc reports as requested or relevant to the department.
-  Performs required electronic process for end of year inventory.

## **SALARY**

Grade 8 of the Salary Schedule for 12-Month Clerical (\$43,987).

## **TRAINING AND EXPERIENCE REQUIRED**

-  High School Diploma or GED.
-  Four years of office or administrative support experience.
-  Associate of Arts degree from an accredited college or university is preferred.
-  Previous experience with bookkeeping/accounting and maintenance of standard accounting and financial records in a business-related function.
-  Microsoft Office Suite (Word and Excel) proficiency is required.
-  KNOWLEDGE OF:
  -  Organizational governance including structural and informal lines of authority;
  -  Proper etiquette in handling confidential or sensitive information with discretion;
  -  Project and resource coordination methods;
  -  Mathematical principles;
  -  Data entry and data management;
  -  Modern office equipment.
-  SKILL IN:
  -  Utilizing a computer and relevant software applications;
  -  Managing time and shifting priorities;
  -  Multi-tasking;
  -  Coordinating administrative projects;
  -  Using information systems for data storage, research and reporting;
  -  Maintaining tact and confidentiality necessary to represent top management;
  -  File management and storage techniques and practices using good organization;
  -  Providing guidance, assistance and/or interpretation to others regarding the application of procedures and standards to specific situations;
  -  Providing advanced internal and external customer service;

- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

## HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

## DEADLINE

Online employment applications will be accepted until **December 9, 2022**.

The Board of Education of Harford County Public does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Renee McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6087 or by email to [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org) or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

### ***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***