



## Human Resources Office

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

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AN EQUAL OPPORTUNITY  
EMPLOYER

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.

### VACANCY ANNOUNCEMENT ADMINISTRATIVE SUPPORT SPECIALIST-SCHOOL BASED-12 Month Churchville Elementary School

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, 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.

#### DUTIES AND RESPONSIBILITIES INCLUDE

*These items are intended only as examples of the various types of job duties to be performed. 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 SPECIFIC TO

- Develops, maintains efficient documentation and filing system for both paper and electronic records.
- Coordinates the administrative support processes of the school office.
- Offers input and updates office management procedures as needed.
- Serves as an administrative support lead worker delegating work assignments and monitoring the completion of work.

## SCHOOL BASED MAY INCLUDE

- Signs various types of correspondence, requisitions, etc. on behalf of the supervisor, as directed.
- Manages, updates, verifies data in databases to assure accuracy and information is current.
- Maintains and submits thorough attendance and payroll records and reports.
- Serves as school's bookkeeper maintaining, recording, reconciling, and balancing accounts following HCPS' standard operational procedures through school activity fund accounts. Makes timely deposits of all funds.
- Maintains accurate records of annual allocations and expenditures for the school budget.
- Receives, stores, and presents purchase card (P-card) records upon request.
- Ensures operation of standard office equipment (e.g., photocopier, facsimile machine, postage meter), troubleshooting malfunctions, calling for repairs, and maintaining equipment inventory.

## SALARY

Grade 8 of the Salary Schedule for 12-Month Clerical (\$45,306)

## REQUIREMENTS

- 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 is strongly preferred.
- 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, bookkeeping and cashiering; 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 filled**.

The Board of Education of Harford County 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: Involving students, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 375-0408](tel:4103750408) or [Kenneth.Miller@hcps.org](mailto:Kenneth.Miller@hcps.org); Involving all other members of the school community, refer to: Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 809-6087](tel:4108096087) or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**

