



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

March 10, 2025










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 COORDINATOR – EDUCATIONAL SERVICES (SECONDARY) Central Office – Educational Services July 1st Vacancy







This class is the fourth level in the Administrative Support series dedicated to providing specialized administrative support to identified district level executives. Incumbents provide specialized support services requiring an extensive knowledge of the organization for an assigned function or department. Based on assignment, responsibilities may include providing executive support such as coordinating administrative affairs and processes for the executive/official such as managing correspondence, creating reports, and document preparation; preparing agendas and meeting materials; coordinating travel arrangements and appointments; conducting research and creating draft documents; and managing special projects on behalf of the executive level staff member.

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 activities of the Assistant Superintendent for Educational Services and office operations including prioritizing and delegating work; providing coordination and oversight of resources including scheduling and oversight of workflow to ensure adequate coverage.
-  Establishes and implements procedures and practices to effectively manage customer service delivery.
-  Organizes, evaluates, maintains and reports office-specific or administrative information. Oversees the quality control of assigned executive/office deliverables.
-  Serves as liaison with department staff and representatives of other departments on administrative and operational matters and resolves intra-departmental operational problems related to administrative support function.
-  Researches and resolves issues and implements solutions to enhance processes.
-  As assigned, provides account reconciliation and payment authorization; assists with financial data gathering and reporting related to office revenues, expenses, and budgeting.
-  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.
-  Performs other duties of a similar nature and level as assigned.















**ESSENTIAL DUTIES
AND
RESPONSIBILITIES
SPECIFIC TO
EDUCATIONAL
SERVICES
(SECONDARY)
MAY INCLUDE**

-  Assists the Assistant Superintendent for Educational Services with sensitive/confidential information such as supervisor evaluations, employee letters, etc., by taking notes, proofreading, and preparing materials for delivery.
-  Travels to professional learning to support the Assistant Superintendent for Educational Services, as necessary.
-  Attends Secondary Administrator meetings and transcribes and publishes minutes, when necessary.
-  Coordinates with Human Resources the Secondary Department Chair positions by maintaining Excel Spreadsheet containing staff, department sizes, and terms of position for accurate stipends and position vacancies for spring advertisement.
-  Manages the process of collecting, updating, and confirming approvals for General Activities-Extra Duty Pay Stipends for Secondary Schools.
-  Manages, oversees, and coordinates with the Assistant Superintendent for Educational Services (Secondary) commencement venue agreement, payment, and meetings with venue, administrators, supervisors, and high school principals.


SALARY

-  This is a full-time twelve-month position. Salary range based on Grade 10 of the FY 2024-2025 HCEA-ESP Salary Schedule for Twelve Month Clerical and Transportation Specialists. Starting Salary: \$52,370– Maximum Earnings Potential \$78,702. Those who are entering or returning to employment with Harford County Public Schools will begin on Step 1.
-  Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
-  HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
-  For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage:
<https://www.hcps.org/departments/HumanResources/Default.aspx>
-  For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the HCEA-ESP Negotiated Agreement:
<https://www.hcps.org/boe/collectivebargaining.aspx>
-  FLSA: Non-Exempt

**TRAINING AND
EXPERIENCE
REQUIRED**

-  High School Diploma or GED.
-  Five years of office or administrative support experience.
-  Experience with executive level clerical duties is preferred.
-  Associate of Arts degree from an accredited college or university is preferred.
-  Previous experience with bookkeeping and maintenance of general accounting and financial records in a business related function.
-  Microsoft Office Suite (Word, Excel, PowerPoint) proficiency is required.
-  KNOWLEDGE OF:
 -  Administrative office practices and procedures and methods of review;
 -  Automated and manual records management and standard office automation software;
 -  Customer service standards and problem resolution methods;
 -  Organizational governance including structural and informal lines of authority;
 -  Proper etiquette in handling confidential or sensitive information with discretion;
 -  Project and resource coordination methods;
 -  Basic budget practices;

- Mathematical principles, bookkeeping and cashiering
- Data tracking and measuring principles and practices;
- Data entry and data management;
- Modern office equipment.

 SKILL IN:

- Evaluating and resolving issues through the application of policies, procedures and practices;
- Provide staff leadership, coaching and mentoring;
- Monitoring and reporting on budgets;
- Prioritizing work and planning of departmental administrative support;
- Utilizing a computer and relevant software applications;
- Managing administrative projects;
- Multi-tasking, managing time and shifting priorities;
- Coordinating administrative projects;
- Using information systems for data storage, research and reporting;
- Maintaining tact and confidentiality necessary to represent executive level 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. 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 March 21, 2025.

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](http://www.hcps.org) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](http://www.hcps.org) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE