



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

March 11, 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 SPECIALIST – SCHOOL-BASED – 12-MONTH Riverside 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.

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 docket. 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
SCHOOL-BASED
MAY INCLUDE**

-  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.
-  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

-  This is a full-time twelve-month position. Salary range based on Grade 8 of the FY 2024-2025 HCEA-ESP Salary Schedule for Twelve Month Clerical and Transportation Specialists Personnel. Starting Salary: \$46,446– Maximum Earnings Potential \$70,191. 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.
-  Four years of office or administrative support experience.
-  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 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. 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 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