

POSITION ANNOUNCEMENT



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



Karen B. Salmon, P.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 22, 2019

POSITION TITLE: Administrative Specialist II – School Facilities Assistant

POSITION NUMBER: 002436 (JobAps# 19-006119-0002)

SALARY: State Salary Grade 11
Annual Salary Range: \$33,012 - \$47,277

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

INTRODUCTION: Maryland's Interagency Commission on School Construction (IAC) seeks an energetic, detailed-oriented and enthusiastic candidate to fill the full-time position of School Facilities Administrative Specialist II. The School Facilities Administrative Specialist II provides vital administrative support to the IAC's Program Manager, with responsibility for assisting in the implementation and delivery of programs that serve more than 1,400 public schools statewide.

NATURE OF WORK: The main purpose of this position is to provide administrative support for the activities of the Program Manager in the implementation and delivery of all programs. Additionally, the position provides support for the Program Support Administrator, the Deputy Director, and other agency executives. This position provides administrative support by preparing routine and complex correspondence, reviewing and preparing IAC agenda items and minutes, assists with meeting arrangements and scheduling, receives/distributes all incoming/outgoing correspondence and calls, and greets visitors.

DUTIES AND RESPONSIBILITIES: The duties of this position specifically include: Greeting visitors; preparing routine and complex correspondence; assisting with meeting arrangements and scheduling; receiving and distributing all incoming/outgoing correspondence and calls; maintaining the accuracy of the data collected in various databases for the Capital Improvement Program (CIP), the Aging Schools Program (ASP) & other programs or initiatives that may be assigned to this agency; determining the initial eligibility of funding applications in accordance with the individual Administrative Procedure Guides & internal procedures; tracking, monitoring and disseminating to the appropriate agency representatives the submission of any Change of School Use & State agency motions developed by agency representatives for inclusion on the Commission's meeting agendas.

MINIMUM QUALIFICATIONS: **EDUCATION:** Associate's Degree from an accredited college or university.
EXPERIENCE: Two years of experience in administrative or professional work.

NOTES:

1. Candidates may substitute education requirement as defined above at the rate of one year experience for 30 credit hours of education for up to 60 credit hours of the required education.
2. Candidates may substitute a Bachelor's degree from an accredited college or university for the required education and experience.

ESSENTIAL REQUIREMENTS: Experience utilizing Microsoft Office Suite; processing requests/applications; strong written and oral communications.

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: **Administrative Specialist II – School Facilities Assistant, Position# 024360 – JobAps# 19-006119-0002** ; 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 www.marylandpublicschools.org/about/Pages/OHR/Employment.aspx

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 **March 8, 2019** - Open Until Filled.