



EXECUTIVE ASSISTANT 1

The Frederick County Public School (FCPS) District's mission is to inspire, innovate & motivate. FCPS serves more than 46,000 students and 280,000 residents in twelve municipalities spread across 667 square miles. FCPS provides a diverse and inclusive learning environment, where excellence in college and career preparedness are paramount. The commitment to our community is to provide exceptional education and equity for "every child, every day".

POSITION OVERVIEW

This position provides technical administrative or programmatic work for a division, directly supporting a member of Cabinet.

The work involves extensive research and evaluation of complex issues, with the goal of developing informed recommendations and solutions. The role serves as a key liaison, addressing concerns from staff, community members, and external organizations with discretion and professionalism. Responsibilities include drafting communications, preparing reports, and executing specialized tasks aligned with the senior executive's priorities. The position requires handling highly confidential and sensitive information with integrity and sound judgment. Additionally, the role serves as a division-wide resource, guiding administrative support staff while managing budget allocations, staffing levels, and standard operating procedures.

Specific tasks may vary by role, but typical examples of primary functions are listed below.

ESSENTIAL FUNCTIONS

General Administrative work:

- Greet and respond to a variety of stakeholders across the district and community on behalf of the Cabinet member.
- Schedule meetings and manage calendars for Cabinet member(s)
- Board meeting preparation: Compile, format and assemble Board packets; ensure materials meet deadlines and Board protocols; coordinate with legal, communications and program staff to incorporate required revisions and exhibits.
- Document drafting and proofreading: Draft, edit and proofread correspondence, memos, reports, presentations and executive summaries for Board meetings, external stakeholders, state reporting and grant submissions, ensuring clarity, correct citations, consistent formatting and error-free content.
- Meeting attendance and minutes: Attend a variety of meetings (briefings, committee, stakeholder, interdepartmental) to record accurate notes, capture action items, assign owners and deadlines, and distribute concise follow-up summaries and supporting documents.
- Use various database systems to process and complete work.
- Guide, assist and/or train administrative staff in the division

Project Assistance:

- Coordinates with external entities such as government agencies, nonprofit organizations, and private-sector partners to manage sensitive information and process requests supporting departmental programs and operations.
- Assist with different division project initiatives by researching information, synthesizing information and regularly coordinating with various internal and external offices.



Fiscal & Data Reporting:

- Review the budget for the division and departments. This involves completing historical trend reviews, forecasting, researching grant or initiative changes, estimating impacts, and resolving budget discrepancies with the departments in the division.
- Prepare budget binder/files for BOE meetings and submit budget file annually
- Tracks and monitors fiscal note timelines and responses
- Tabulate, prepare, and review a variety of ad-hoc reports to identify and resolve discrepancies.
- Research large procurement/contract initiatives for the division, departments, and/or in conjunction with other divisions.
- Update and maintain data for various local, state and federal reporting functions such as MSDE reporting
- Review, update and maintain all contracts, grants and MOU's utilized by the division. Ensure compliance, verify all terms, signatures, expirations and renewals dates.

Human Resources:

- Serve as a point of contact for department leadership and staff. Coordinate with HR and Supervisors for resolution to employee and staffing concerns.
- Guides department managers on the different negotiated agreements and FCPS policies for position staffing processes.
- Assist with special personnel projects such as reorganizations, workforce planning, recruitment coordination, and onboarding activities assigned by the executive.
- Assists with personnel matters in the department (gathering materials/evidence, taking notes etc.)
- Complete personnel/staffing forms and routing processes for the department. This includes following appropriate processes in the Position Management Manual as well as the different bargaining contract language for various types of changes such as waivers, repurposing, and acting capacity.

Inventory:

- Oversee inventory for the department(s) staff and programs which include tracking, monitoring and updating items.
- Review and resolve inventory discrepancies or related issues.
- Perform other duties as assigned to support the office/program

The above list is a summary of the essential functions of the job, not an exhaustive comprehensive list of all possible job responsibilities, tasks, and duties.

REQUIRED QUALIFICATIONS

Education/Training/Experience:

- Associate's degree and 5 years of related experience, with at least 3 years of technical or advanced clerical experience.
- Substitution: High school diploma + 7 years of administrative experience, 3 of which at the technical administrative or advanced clerical level

Certification/License:

- None

PREFERRED QUALIFICATIONS

Education/Training/Experience:



- Bachelor’s degree

Certification/License:

- None

KNOWLEDGE, SKILLS & ABILITIES

The following knowledge, skills, and abilities detailed below will make a candidate successful in this position.

- Comprehensive knowledge of advanced office procedures, administrative practices, and business communication
- Expertise in managing complex calendars, scheduling meetings, travel arrangements, and coordinating multiple stakeholders
- Proficiency with advanced software tools including Microsoft Office Suite, Granicus Peak (BoardDocs), Google Workspace, and specialized organizational platforms
- Strong written communication skills, including drafting correspondence, reports, presentations, and executive summaries
- Ability to handle confidential and sensitive information with utmost discretion and professionalism
- Exceptional organizational and time management skills with the ability to prioritize tasks in a fast-paced environment
- Skill in anticipating needs of executive leadership and proactively managing issues before they arise
- Ability to coordinate large meetings, events, and preparing materials for executive-level decision-making
- Ability to liaise effectively with internal and external stakeholders at all levels
- Problem-solving and critical thinking skills to manage unexpected challenges and complex situations independently
- Ability to synthesize information from multiple sources and prepare concise briefings or summaries for executives
- Strong interpersonal skills with cultural sensitivity and the ability to represent the office professionally
- Capacity to manage multiple projects simultaneously while maintaining attention to detail
- Ability to coach or mentor other administrative staff and contribute to improving office efficiency and processes

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- The physical requirements of this position include: sitting, walking, bending/twisting, squatting/kneeling, reaching above/below shoulder, repetitive motion of the hands/fingers (e.g., keyboarding, turning pages), fine manipulation with fingers, pinching with fingers, grasping with hand, gripping, lifting or pulling up to 25 pounds, seeing close work (e.g., typed print), distinguishing colors, hearing conversations or sounds, hearing via radio or telephone, communicating through speech, and communicating by writing/reading.
- Capable of performing the essential functions of the position with or without accommodation.

Position Data:

FLSA Status: Non-exempt	Employee Unit: Non-unit Group	Grade: G03
Department: Varies	Division: Varies	Work Calendar: 260/8



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THIS JOB DESCRIPTION HAS BEEN WRITTEN TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMED BY AN EMPLOYEE HOLDING THIS POSITION. IT IS NOT WRITTEN TO INCLUDE OR BE INTERPRETED TO INCLUDE A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF THE EMPLOYEE. NOTHING IN THIS DESCRIPTION RESTRICTS MANAGEMENT'S RIGHT TO ASSIGN OR REASSIGN DUTIES AND RESPONSIBILITIES OR ADD REQUIRED QUALIFICATIONS AT ANY TIME.