FREDERICK COUNTY PUBLIC SCHOOLS
MARYLAND

ADMINISTRATIVE ASSOCIATE

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 and supports one or more large departments (based upon both the staffing size of the department, the number and type of different programs/services, and funding complexity).

The work covers a variety of administrative fields including, but not limited to: fiscal, procurement, human resources, inventory, and department/building management. This role requires extensive knowledge of diverse administrative processes, precision in execution, and the ability to exercise independent judgment to resolve a wide range of administrative issues. In addition to recommending workflow improvements, the position provides guidance and interpretation of administrative procedures to leadership. Serving as a key resource, the incumbent guides departmental Administrative Assistants and is responsible for monitoring budgets, resource allocations, staffing levels, and standard operating procedures. The scope of work encompasses the entire department and all associated programs, requiring the routine handling of confidential information.

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 wide variety of stakeholders across the district and community, with frequent executive level contacts.
- Schedule meetings and manage calendars for executive(s).
- Use various database systems to process and complete work.
- Prepare and proofread a variety of materials for staff including letters, memos, PowerPoint presentations, and drafting reports for review.
- Regularly prepare and proofread materials for the department with respect to Board of Education meetings, mandated reporting, committees, and community engagements.
- Create departmental newsletters and other public information announcements
- Guide or assist Administrative Assistants in the department.

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 department-led project initiatives by researching information, synthesizing information, and coordinating with internal and external offices.

Fiscal & Data Reporting:

- Perform frequent review of the department's complex budgets. This involves completing historical trend reviews, forecasting, and resolving budget discrepancies within the department's offices/programs. Coordinates with the programs to correct budgetary issues.
- Tabulate, prepare, and review a variety of ad-hoc reports to identify and resolve discrepancies.
- Completes purchases for the department and coordinates large procurements/contracts.
- Review and maintain grant information (providing or reviewing data, monitoring and progress reports)

Human Resources:

- Guides department managers on the different negotiated agreements and FCPS policies for position staffing processes.
- Draft staffing allocation projections for the department staffing
- Assists with personnel matters in the department (gathering materials/evidence, taking notes etc.)
- Complete personnel/staffing forms, memos, and approval/routing processes for the department. This includes following appropriate processes in the Position Management Manual and varied bargaining contract language for different types of changes such as waivers, repurposing, and acting capacity.

Inventory:

- Oversee inventory for the department staff and programs which include tracking, monitoring, and updating items.
- Review and resolve inventory discrepancies or related issues.
- Perform other duties as assigned.

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:

- High school diploma or equivalent.
- 1 year of experience equivalent to an Administrative Assistant 2
  Substitution: 5 years of administrative experience, with at least 1 year at an advanced clerical level, or associate degree and 3 years of administrative experience.

Certification/License:

- None

PREFERRED QUALIFICATIONS

Education/Training/Experience:

- Associate degree

Certification/License:

- None

KNOWLEDGE, SKILLS & ABILITIES

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

- Knowledge of advanced office procedures, policies, and administrative practices
- Proficiency with office software suites (Microsoft Office, Google Workspace) including spreadsheets, databases, and presentation tools
- Familiarity with school district regulations, compliance requirements, and record retention policies
- Skill in managing complex calendars, scheduling, and coordinating multiple tasks and events
- Ability to write and speak clearly and professionally. This includes drafting emails, memos, and reports, as well as handling high-level phone calls and in-person inquiries with diplomacy.
- Strong written and verbal communication skills for preparing correspondence, reports, and formal documents
- Demonstrated ability to conduct research, compile data, and prepare reports and presentations for consideration by directors
- Ability to organize, maintain, and retrieve confidential and sensitive records accurately
- Experience in bookkeeping, budgeting, or processing financial transactions such as purchase orders and invoices
- Problem-solving skills and ability to exercise independent judgment in handling administrative issues
- Ability to manage daily tasks and long-term projects with minimal supervision
- Capacity to train, lead or mentor less experienced clerical staff
- Ability to adapt to changing priorities and manage time effectively in a fast-paced environment
- Skill in interacting professionally and sensitively with diverse staff, students, families, and community members
- Ability to maintain confidentiality and handle sensitive information with discretion
- Experience using specialized school or district information systems (e.g., student information systems, HR or finance software)
- Strong attention to detail with a commitment to accuracy and quality in work
- Ability to work collaboratively as part of a team and independently as needed

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.

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Position Data:

FLSA Status: Non-exempt	Employee Unit: FASSE	Grade: S10
Department: Varies	Division: Varies	Work Calendar: Varies

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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.