ST. MARY’S COUNTY GOVERNMENT
VACANCY ANNOUNCEMENT

POSITION: Administrative Assistant to the County Administrator
C07, $44,886 - $49,546 (B.O.E.) + FRINGE BENEFITS

DEPARTMENT: Office of the County Administrator

OPENING DATE: 10-04-17  CLOSING DATE:  10-18-17

MINIMUM QUALIFICATIONS:

Education: Associate’s Degree;

Experience: Five years related professional experience in executive and office administration support, with three years in a supervisory level position;

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

♦ Negative drug test result from pre-employment drug screen;
♦ Pass extensive background check with favorable results;
♦ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Acts as the Administrative Assistant to the County Administrator; performs a wide variety of complex tasks to facilitate efficient and effective running of the department; performs other duties as assigned.

DUTIES:

♦ Provides primary and direct administrative and project management support to the County Administrator;
♦ Schedules appointments and regular meetings for the County Administrator and coordinates GroupWise calendars;
♦ Interacts directly with citizens and community members and provides referral information;
♦ Provides support to the Administrative Assistant to the Commissioners for St. Mary’s County in managing citizen complaints;
♦ Maintains confidential department copies of employee records;
♦ Prepares personnel action forms and related functions for the department;
♦ Supervises and proofs payroll prepared by Administrative Coordinator;
♦ Performs purchasing and accounts payable responsibilities for the County Administrator’s Office, CSMC and PIO;
♦ Responsible for preparing annual budget submission and maintaining fiscal records for County Administrator’s Office, CSMC and PIO; and performance measures;
♦ Supervises the County Administrative Coordinator;

St. Mary's County Government is an Equal Opportunity Employer
Responsible for coordinating the overall activities of the County Administration office to include office coverage, special events and other activities that require involvement of Public Information Office and Commissioners of St. Mary’s County staff members;
Maintains SMCG intranet pages for the County Administrator’s site;
Receives monthly reports from departments and process them for County Administrator’s and CSMC review;
Maintains calendar of events for the CSMC meeting room and Savich Conference Room;
Maintains records according the St. Mary’s County Government Record Retention Policy for the Office of the County Administrator;
Tracks Delegation of Administrative Authority Concerning Executive Functions for the County Administrator;
Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
Ability to act as a representative of St. Mary’s County Government to the public, on the phones, in email or in person;
Ability to gain expert knowledge of department practices and procedures;
Ability to read and comprehend relevant documents associated with department operations;
Ability to effectively communicate with other staff members;
Ability to coordinate, advise, and maintain effective working relationships with other professionals;
Ability to maintain strict confidentiality in all matters pertaining to the department;
Ability to prioritize and multitask;
Ability to work independently complete assigned tasks accurately and in a timely fashion;
Ability to use available resources to research information;
Ability to prepare and maintain accurate records;
Ability to operate relevant computer systems, including hardware and software, and simple office machines;
Knowledge of overall functions of and resources in County Government and other available resources for citizens.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:
Work requires no unusual demand for physical effort.
Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

COMPENSATION/BENEFITS:
FLSA: Non-Exempt
St. Mary’s County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

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**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

**TO APPLY:** A 2008 ST. MARY’S COUNTY GOVERNMENT APPLICATION IS REQUIRED.

Applications are available at: Governmental Center, Potomac Building
Department of Human Resources, 3rd Floor
23115 Leonard Hall Drive, Leonardtown, MD 20650
Phone: 301-475-4200 extension *1100 Fax: 301-475-4082
Email: smchr@stmarysmd.com Website: www.stmarysmd.com

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.