Maine Charter School Commission

The Maine Charter School Commission
seeks candidates for the
Administrative Assistant Position.

CONTRACTED POSITION DESCRIPTION

CONCISE DESCRIPTION OF MAJOR JOB RESPONSIBILITIES

6-25-15

The primary responsibilities assigned to this position are associated with provision of administrative assistance to the Maine Charter School Commission (Commission) Chair, the Executive Director of the Commission and the Director of Program Management. This position:

- Serves as Administrative Assistant to the Commission Chair, the Executive Director of the Commission and the Director of Program Management.
- Schedule all public Commission meetings – to include arranging space and necessary equipment, posting notices, preparing copies.
- Work with the Executive Director and Commission Chair to assemble and distribute agendas and supporting materials, record meetings and prepare minutes.
- Manage timetables for all Commission activities, reports and procedures.
- Coordinate with the schedule of the Executive Director to ensure all correspondence, emails and phone calls are responded to in a timely manner.
- Maintain organization of the files and records of the Commission.
- Work with Department of Education staff as necessary.

PERFORMANCE EXPECTATIONS

- To assist and support the Executive Director, the Chair of the Commission and the Director of Program Management. Support activities may include, but are not limited to: receive and record all mail; answer phone calls; respond to email; draft responses to letters; process expenses; receive and record all charter school applications and distribute to Commission members.
- To prepare and edit documents for dissemination to the Commission and others. This may include, but are not limited to: routine correspondence; requests for proposals; contracts; reports; rules; policies; procedures; guidelines; performance evaluation forms and other evaluation recording forms.

- To assist in the preparation of documentation and reports on Maine's charter schools. The Commission will annually report this information to the Commissioner of Education and Legislature, as well as to others who may be interested.

- Work with Department of Education staff to ensure all Commission web pages are functional, accurate, "user-friendly," and up-to-date.

- All contact with the public will be professional, effective and pleasant.

- Work independently and exercise good judgment in making decisions/recommendations. Take appropriate action pursuant to established procedures.

- Must be familiar with all Microsoft Office products, demonstrate strong written and verbal communication skills, work well with diverse groups of people, and be well organized and self-governing.

Compensation

- The position will be up to 40 hours per week.
- The hourly rate will be $17.00.

This is a contracted position for one year, renewable at the discretion of the Commission or Agency, for up to two additional years. The selected candidate will be pay rolled through Tri-State Staffing, Augusta, Maine.

To apply, please provide to the Maine Charter School Commission:

A cover letter with name, address, phone and email address with a brief summary of your ability to meet the requirements specified and a resume.

Position will begin as soon as a suitable candidate is found.

Mail to: Maine Charter School Commission
182 State House Station, Augusta ME 04333

Deliver to: Maine Charter School Commission
Burton M. Cross State Office Building
111 Sewall Street
Augusta 5th Floor

Questions – Please contact Bob Kautz, Executive Director, 592-8352 or bob.kautz@maine.gov.