



Larry Hogan | Governor
Boyd Rutherford | Lt. Governor
Kelly M. Schulz | Secretary of Commerce
Benjamin H. Wu | Deputy Secretary of Commerce

**ADMINISTRATIVE SPECIALIST III
EXECUTIVE ASSISTANT
(SKILLED SERVICE)
SALARY RANGE: \$35,254-\$55,547**

**MARYLAND DEPARTMENT OF COMMERCE
DIVISION OF TOURISM, FILM AND THE ARTS - MARYLAND STATE ARTS COUNCIL**

The Maryland Department of Commerce is seeking qualified applicants for the position of Administrative Specialist III within its Division of Tourism, Film, and the Arts (DTFA) Office of The Maryland State Arts Council (MSAC). The primary function of this position is to provide administrative, secretarial, operational, fiscal, and technical support to the Executive Director, office staff, and serve as Council Liaison for the Maryland State Art Council. Incumbent will exercise independent judgment on routine matters; act as an intermediary for the Director maintaining frequent contacts with the public and private sector, officials, the Governor's staff, Council representatives, executives, department staff, and the Maryland arts community. Duties include assisting with managing, coordinating, implementing and expediting administrative projects, procedures, policies, tasks and other functions related to the overall mission of the MSAC and staff. Specific tasks are screening and directing calls and emails; establishing contact and maintaining communication links with MSAC official partners; maintaining schedules; compiling and distributing information packets/materials; coordinating projects that may involve officials from other agencies, representatives of the arts and business community and staff division wide; attending meetings; preparing and compiling data for meeting and briefing documents; formatting and composing routine and complex correspondence and drafts; scheduling appointments; providing support to all MSAC events. **Location of Position:** 175 West Ostend Street, Suite E, Baltimore, Maryland 21230

Candidates must possess working knowledge of office management, procedures and equipment; be well organized and able to work independently. Excellent interpersonal, written, and oral communication skills; excellent administrative skills; a good work and attendance record; and an aptitude for detailed work. The ability to handle multiple concurrent and high priority tasks; compose routine and complex business correspondence; maintain confidentiality of records, prepare reports, and other materials; and the ability to work with officials, the public and co-workers in a courteous and tactful manner is a must. Proficiency in the use of Google Mail and Microsoft Office Suite – Word, Excel, PowerPoint, Access or other relevant software is required.

Candidates must have completed 60 credit hours at an accredited college or university and have two years of experience in administrative or professional work. Candidates may substitute experience 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. Candidates may substitute a Bachelor's degree from an accredited college or university for the required education and experience. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer involving staff work requiring regular use of independent judgment and analysis in applying and interpreting rules and regulations in accordance with agency laws and policies on a year-for-year basis for the required education and experience.

It is **highly preferred** that you apply online at <http://commerce.maryland.gov/careers> - review Career Openings section. Please attach a resume to your online application. If you are unable to apply online, submit a resume **and** supplemental questionnaire to:

MARYLAND DEPARTMENT OF COMMERCE – OFFICE OF HUMAN RESOURCES
ATTN: ADMINISTRATIVE SPECIALIST III
World Trade Center – 401 East Pratt Street – 10th Floor, Baltimore, Maryland 21202
NO LATER THAN: MONDAY, JUNE 17, 2019

An E-Verify and Equal Opportunity Employer

TTY#: 1-800-735-2258