

MEMORANDUM

TO: Users of Temporary Clerical Services (SBR Solicitation)

FROM: Joselyn Hopkins, Associate Director, Strategic Sourcing and Acquisition Services

DATE: May 17, 2017

SUBJECT: Renewal of Contract for Temporary Clerical Services #87733

The University of Maryland, Baltimore (UMB) has exercised its third and final one year renewal option of the aforementioned contract.

Attached are the specifications, rates and vendors for the period of June 1, 2017 through May 31, 2018. **Please NOTE that SoftEx is no longer an awarded vendor under this Contract.**

The following job classifications covered under this Contract are as follows:

Accounting Clerk I
Accounting Clerk II
Administrative Assistant I
Administrative Assistant II
Executive Administrative Assistant I
Executive Administrative Assistant II
Office Clerk I
Office Clerk II
IT Data Entry Operator
Office Assistant
Senior Accountant
Accountant
Web Developer
Web Developer Lead
Senior Web Developer

To use this contract, UMB Departments should follow the steps outlined below:

1. Determine the appropriate job classification required.
2. Contact the firm first listed under that classification. If the contractor is unable to fill your need, within one business day from the date and time of request, document that fact for contract performance audit purpose, and go to the next contractor, and so forth, as necessary.
3. Make arrangements for the temporary to begin the work assignment covering details such as: where to report, hours to be worked, duration of the assignment, etc. A purchase order will be required before the temporary can start to work.
4. Submit your requisition to Procurement Services immediately upon completion of Step #3 above (*For work assignments which are expected to be completed at a cost of not more than \$5,000, please use your Visa Corporate Purchasing Card).

Please contact Hanta Ralay at (410) 706-2094 or Valerie "Denise" Williams at (410) 706-3191 for assistance if the job classifications do not meet your requirements. If this is the case, a separate procurement can be conducted for you.

AGENCY CONTACTS FOR TEMPORARY CLERICAL SERVICES

DESIGNATED

ALTERNATE

Athena Consulting, Inc.

13810 Oxmoor Place
Darnestown, MD 20874
(301) 216-9654 PH
(443) 279-3926 FX

Lisa Davis

ldavis@athenaconsultingllc.com

Amy DiRocco

adirocco@athenaconsulting.com

Dantli, Corp.

13178 Larchdale Road, Ste1
Laurel, MD 21204
(301) 769-6933 PH
(800) 517-3350 FX

LaTrisha Pinckney

tpinckney@dantlicorp.com

Bria Williams

bria@dantlicorp.com

JAG Professional Resources

9470 June Flowers Way
Laurel, MD 20723
(866) 446-6186

Crystal Jones

cjones@jagprofessionalresources.com

Cherry Powell

cpowell@jagprofessionalresources.com

Piper Staffing

8117 Harford Road, Ste D
Baltimore, MD 21234
(410) 286-1874 PH
(410) 866-714-9442 FX

Kimberly West

ktwest@piperstaffing.com

Terence West

twest@piperstaffing.com

Proper Staffing

1101 N. Calvert Street, Ste 216
Baltimore, MD 21202
(410) 547-8233 PH
(410) 547-8232 FX

Lisa Adkins

lisaa@properstaffing.com

Joe Coleman

joecoleman@properstaffing.com

Swift Staffing

405 Frederick Road, Ste 250
Catonsville, MD 21228
(410) 788-7011 PH
(410) 788-7015 FX

Tasha Turner

tturner@swiftstaffing.com

Michael Jamison

mjamison@swiftstaffing.com

DRUG TESTING AND BACKGROUND CHECK COST

JAG Professional Resources	\$20.00
Athena Consulting, Inc.	\$25.00
Piper Staffing, LLC	\$40.00
Dantli Corp	\$55.00
Swift Staffing	\$60.00
Proper Staffing	\$75.00

ACCOUNTING CLERK I

JOB SUMMARY

Under direct supervision, performs routine repetitive accounting clerical, or book keeping tasks to support accounts payable/receivable, payroll, and timekeeping, auditing and/or other accounting functions. Posts journal entries, processes payments, and verifies accuracy of data.

PRIMARY DUTIES

1. Reviews and processes routine financial documents such as invoices, payroll, timekeeping, vouchers, receipts, requisitions and reports, ensuring accuracy of mathematical computations and completeness.
2. Assists in maintaining detailed records of financial transactions in journals, ledgers and automated systems.
3. Assists in verification of accounts to which orders and vouchers are charged or to be credited.
4. Operates manual and automated equipment such as calculators, computer terminals, personal computers, and other office equipment to enter, retrieve, or correct and print out data.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Position performs other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High school diploma or GED.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Basic knowledge of mathematical methods and techniques; Ability to perform basic mathematical computations; to operate manual and automated office equipment, personal computers, software (Microsoft Word, Excel, Outlook, Word Perfect) and financial software, keyboards and calculators; to communicate effectively.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
JAG Professional Resources	240-786-4901	\$10.00
Proper Staffing	410-547-8233	\$10.99

ACCOUNTING CLERK II

JOB SUMMARY

Under general supervision, performs moderately complex accounting clerical, or book keeping tasks to support accounts payable/receivable, payroll, and timekeeping, auditing and/or other accounting functions. Posts journal entries, processes payments, and verifies accuracy of data.

PRIMARY DUTIES

1. Assists in collecting and compiling data for inclusion in budget documents, financial statement, and other reports.
2. Assists in monitoring departmental accounts by gathering reports and records and identifying errors and discrepancies.
3. Inputs data records and verifies details of financial transactions in journals, ledgers and automated systems.
4. Reviews and processes financial documents

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Position performs other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High school diploma or GED.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of bookkeeping principles, mathematical methods and techniques; Skill in performing basic mathematical computations; in the use of calculators. Ability to communicate effectively; to operate keyboards, personal computers (Microsoft Word, Excel, Outlook, Word Perfect) and financial software, manual and automated office equipment; to prepare written records and reports; to input data.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
JAG Professional Resources	240- 786-4901	\$10.63
Athena Consulting	301-216-9654	\$11.25
Proper Staffing	410-547-8233	\$11.25

ADMINISTRATIVE ASSISTANT I

JOB SUMMARY

Under general supervision, provides moderately complex administrative secretarial and clerical support to an individual or group. Work requires thorough knowledge of the organization and programs where assigned and involves moderate participation in the work of the supervisor. Incumbents have responsibility for office operations and function independently where procedures have been established with moderate consequence of error.

PRIMARY DUTIES

1. Prepares and reviews manuscripts, correspondence, charts, forms and other materials from copy created by others using typewriter and/or automated office equipment; Proofreads materials.
2. Composes responses to routine inquiries in accordance with general instructions. Reviews and edits outgoing correspondence for format, typographical and grammatical accuracy, and conformance with procedures.
3. Exercises initiative in establishing and revising files to meet current needs and demands for materials. Enters, updates, and retrieves information stores in files and databases; customizes special reports.
4. Monitors and updates time, leave, inventory, budget, and account records; Orders supplies, equipment, repairs and services.
5. Screens and distributes incoming mail based on knowledge of departmental operations.
6. Screens telephone calls and visitors, taking care of routine matters; Answers inquiries following general instructions and departmental procedures.
7. Schedules and coordinates meetings and appointments. Calls attention to appointments and assembles background materials. May attend meetings and prepare notes.
8. Makes travel arrangements following general instructions and keeps records of travel itinerary. Prepares and submits travel vouchers and expense reports.
9. Gathers and consolidates data for reports on the basis of general instructions.
10. Ensures confidentiality of information. Relays messages and instructions between supervisor and others, exercising independent judgment and initiative where guidelines and procedures have been established.
11. Supports office by using automated equipment such as facsimile machines, personal and networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Two years office experience, which included the production of, documents using automated equipment and software (Microsoft Word, Excel, Outlook, Word Perfect

OTHER: Requires keyboard skills of a minimum of 40 correct words per minute. Some positions require specific skills such as machine transcription, shorthand, legal or medical terminology. All applicants must successfully complete the institution's required selection criteria.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of and skill in the practical application of office practices, procedures and equipment, business English, spelling, punctuation, grammar and arithmetic. Skill in operating manual and automated office equipment; in performing arithmetic calculations; in composing general correspondence; in keeping clerical records; in preparing reports from various information sources. Ability to produce documents using automated equipment and office software (Microsoft Word, Excel, Outlook, Word Perfect); to file documents according to alphabetic and numeric sequence; to understand and follow oral and written instructions; to communicate effectively both orally and in writing; to interact with the public, employees, and students in a courteous and efficient manner; to plan, organize, prioritize, and execute multiple and continuing assignments with general instructions.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Proper Staffing	410-547-8233	\$10.99
Athena Consulting	301-216-9654	\$11.00
JAG Professional Resources	240-786-4901	\$11.25

ADMINISTRATIVE ASSISTANT II

JOB SUMMARY

Under general supervision, provides complex administrative secretarial and clerical support to an individual or group. Work requires comprehensive knowledge of the organization or program where assigned, skill in working with issues related to policy, procedures, and involves intensive participation in the work of the supervisor. Incumbents exercise discretion and frequent independent judgment and action with considerable consequence of error.

PRIMARY DUTIES

1. Prepares and revises manuscripts, correspondence, charts, forms, and other materials from copy created by others using typewriter and/or automated office equipment. Proofreads materials.
2. Drafts replies to general inquiries, which do not require technical program knowledge. Signs routine correspondence of a non-technical nature.
3. Reads and edits outgoing correspondence for procedural, typographical and grammatical accuracy, conformance with general policy and factual correctness. Calls deviations or inadequacies to writer's attention.
4. Exercises independent judgment and initiative in establishing and revising complex and sensitive filing systems. Enters, updates, and retrieves information stored in files and databases; customizes special reports.
5. Researches, analyzes, and summarizes information and source materials for reports independently and communicates findings orally and in writing.
6. Receives and reads incoming correspondence and information. Summarizes and prioritizes review of correspondence. Screens out items to be handled personally and forwards remainder with necessary background material.
7. Receives and screens telephone calls and visitors. Independently handles procedural and substantive matters and inquiries, which do not require technical knowledge or refers callers to others as appropriate.
8. Makes all necessary arrangements for travel and independently performs required administrative follow-up and record keeping.
9. Monitors and updates time, leave, inventory, and account records. Assists in preparing and administering departmental budget.
10. Acts as intermediary for supervisor, interacting with officials, staff at all levels and the public. Provides information requiring comprehensive knowledge of institutional policies, procedures, and special departmental issues.
11. Anticipates supervisor's course of action when absent and facilitates problem resolution. Interprets administrative
12. Decisions and policies to other staff and transmit directions and instructions based on authority delegated by the supervisor.

13. Ensures confidentiality of information. Provides guidance and instruction to office support staff.
14. Supports office by using automated equipment such as facsimile machines, personal or networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents' perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Three years secretarial experience.

OTHER: Requires keyboard skills of a minimum of 40 correct words per minute. Some positions may require specific skills such as machine transcription, shorthand, legal or medical terminology. All applicants must successfully complete the institution's required selection criteria.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in the practical application of office practices, procedures, and equipment; of business English, spelling, punctuation, grammar, and arithmetic. General knowledge of and skill in the use of word processing, database, and spreadsheet software programs (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect, Power Point, Microsoft Publisher, Mail Merge). Skill in composing a variety of correspondence; in operating manual and automated office equipment; in managing filing systems; in gathering and summarizing information; in maintaining confidentiality of information and handling sensitive matters with discretion and tact. Ability to project a professional and positive image; to understand and follow oral and written instructions; to communicate effectively both orally and in writing; to make effective oral presentations; to interact with students, public officials and staff at all levels in a courteous and efficient manner; to plan, organize, prioritize, and execute complicated and continuing assignments without instruction; to manage office operations and staff.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

1. Anticipates supervisor's course of action when absent and facilitates problem resolution. Interprets administrative decisions and policies to other staff and transmit directions and instructions based on authority delegated by the supervisor.
2. Ensures confidentiality of information; Provides guidance and instruction to office support staff.
3. Supports office by using automated equipment such as facsimile machines, personal or networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents' perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Three years secretarial experience.

OTHER: Requires keyboard skills of a minimum of 40 correct words per minute. Some positions may require specific skills such as machine transcription, shorthand, legal or medical terminology. All applicants must successfully complete the institution's required selection criteria.

REQUJRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in the practical application of office practices, procedures, and equipment; of business English, spelling, punctuation, grammar, and arithmetic. General knowledge of and skill in the use of word processing, database, and spreadsheet software programs (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect, Power Point, Microsoft Publisher, Mail Merge). Skill in composing a variety of correspondence; in operating manual and automated office equipment; in managing filing systems; in gathering and summarizing information; in maintaining confidentiality of information and handling sensitive matters with discretion and tact. Ability to project a professional and positive image; to understand and follow oral and written instructions; to communicate effectively both orally and in writing; to make effective oral presentations; to interact with students, public officials and staff at all levels in a courteous and efficient manner; to plan, organize, prioritize, and execute complicated and continuing assignments without instruction; to manage office operations and staff.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
JAG Professional Resources	240-786-4901	\$11.25
Proper Staffing	410-547-8233	\$11.75
Piper Staffing	410-286-1874	\$12.00

EXECUTIVE ADMINISTRATIVE ASSISTANT I

JOB SUMMARY

Under general supervision, provides executive level secretarial and administrative assistance to a key executive or official as designated by the institution. Incumbents regularly handle matters of a highly confidential or sensitive nature. Level allocation is based 011 criteria as established by the institution.

PRIMARY DUTIES

1. Prepares and revises manuscripts, correspondence, charts, forms, and other material from copy or notes created by others using typewriter and/or automated office equipment. Proofreads materials.
2. Composes replies to general inquiries requiring comprehensive program knowledge; Signs important correspondence frequently without instruction or review.
3. Reads and edits outgoing correspondence for procedural, typographical and grammatical accuracy with general policy and factual correctness. Corrects and calls deviations or inadequacies to writer's attention as deemed appropriate.
4. Exercises independent judgment and initiative in establishing and revising complex and sensitive filing systems. Enters, updates, and retrieves information stored in files and databases; customizes special reports.
5. Researches, analyzes and summarizes information and source materials for reports independently and communicates findings orally and in writing.
6. Receives and reads incoming correspondence and information. Summarizes and prioritizes review of correspondence. Screens out items to be handled personally and forwards remainder with necessary background materials.
7. Receives and screens telephone calls and visitors. Independently handles procedural and substantive matters and inquiries, which do not require technical knowledge or refers callers to others as appropriate.
8. Schedules appointments and engagements without prior clearance. Makes arrangements and coordinates all details for meetings. Assures that executive is fully briefed before meetings on matters to be considered. May attend meetings and prepare notes.
9. Makes all necessary arrangements for travel and independently performs required administrative follow-up and record keeping.
10. Oversees office operations, ensures equipment, materials, and space are used efficiently and effectively; Assists in preparing and administering departmental budget.
11. Acts as intermediary for executive, interacting with officials, staff at all levels, and the public; Provides information requiring comprehensive knowledge of institution policies, procedures, and special issues.
12. Anticipates executive's course of action when absent and facilitates problem resolution. Interprets administrative decisions and policies to other staff and transmits directions and instructions based on

authority delegated by the executive.

13, Ensures confidentiality of information; Provides guidance and instruction of office support staff.

13. Supports office by using automated equipment such as facsimile Machines, personal and networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Four years secretarial experience.

OTHER: Requires keyboard skills of a minimum of 40 correct words per minute. Some positions may require specific skills such as machine transcription, shorthand, legal or medical terminology. All applicants must successfully complete the institution's required selection criteria.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in the application of office practices, procedures, and equipment; of business English, spelling, grammar, and arithmetic. General knowledge of and skill in the use of word processing, database, and spreadsheet software (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect, Power Point, Microsoft Publisher, Mail Merge) to produce documents and maintain information. Skill in composing a variety of correspondence; in operating manual and automated office equipment; in managing filing systems; in gathering and summarizing information; in maintaining confidentiality and handling sensitive matters with discretion and tact; in interacting with students, public officials and staff at all levels in a courteous and efficient manner; in planning, organizing, prioritizing and executing complicated and continuing assignments without instruction. Ability to communicate effectively both orally and in writing; to understand and follow oral and written instructions; to project a professional and positive image of the institution; to make effective oral presentations; to supervise office operations and staff.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may "be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
JAG Professional Resources	240-786-4901	\$12.50
Proper Staffing	410-547-8233	\$12.75

EXECUTIVE ADMINISTRATIVE ASSISTANT II

JOB SUMMARY

Under general supervision, provides executive level secretarial and administrative assistance to a key executive or official as designated by the institution. Incumbents regularly handle matters of a highly confidential or sensitive nature. Level allocation is based on criteria as established by the institution.

PRJMARY DUTIES

1. Prepares and revises manuscripts, correspondence, charts, forms, and other material from copy or notes created by others using typewriter and/or automated office equipment; Proofreads materials.
2. Composes replies to general inquiries requiring comprehensive program knowledge; Signs important correspondence frequently without Instruction or review.
3. Reads and edits outgoing correspondence for procedural, typographical and grammatical accuracy with general policy and factual correctness. Corrects and calls deviations or inadequacies to writer's attention as deemed appropriate.
4. Exercises independent judgment and initiative in establishing and revising complex and sensitive filing systems. Enters, updates, and retrieves information stored in files and databases; customizes special reports.
5. Researches, analyzes and summarizes information and source materials for reports independently and communicates findings orally and in writing.
6. Receives and reads incoming correspondence and information. Summarizes and prioritizes review of correspondence. Screens out items to be handled personally and forwards remainder with necessary background materials.
7. Receives and screens telephone calls and visitors. Independently handles procedural and substantive matters and inquiries, which do not require technical knowledge or refers callers to others as appropriate.
8. Schedules appointments and engagements without prior clearance. Makes arrangements and coordinates all details for meetings. Assures that executive is fully briefed before meetings on matters to be considered. May attend meetings and prepare notes.
9. Makes all necessary arrangements for travel and independently performs required administrative follow-up and record keeping.
10. Oversees office operations, ensures equipment, materials, and space are used efficiently and effectively; Assists in preparing and administering departmental budget.
11. Acts as intermediary for executive, interacting with officials, staff at all levels, and the public; Provides information requiring comprehensive knowledge of institution policies, procedures, and special issues.
12. Anticipates executive's course of action when absent and facilitates problem resolution. Interprets administrative decisions and policies to other staff and transmits directions and instructions based on authority delegated by the executive.

13. Ensures confidentiality of information; Provides guidance and instruction of office support staff.
14. Supports office by using automated equipment such as facsimile machines, personal and networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents' perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Six years secretarial experience, one year of which was providing primary secretarial support to a key administrator.

OTHER: Requires keyboard skills of a minimum of 40 correct words per minute. Some positions may require specific skills such as machine transcription, shorthand, legal or medical terminology. All applicants must successfully complete the institution's required selection criteria.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in the application of office practices, procedures, and equipment; of business English, spelling, grammar, rud arithmetic. Thorough knowledge and skill in the use of word-processing, database, and spreadsheet software (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect, Power Point, Microsoft Publisher, Mail Merge) to produce documents and maintain information. Skill in composing a variety of correspondence; in operating manual and automated office equipment; in managing filing systems; in gathering and summarizing information; in maintaining confidentiality and handling sensitive matters with discretion and tact; in interacting with students, public officials and staff at all levels in a courteous and efficient manner; in planning, organizing, prioritizing and executing complicated and continuing assignments without instruction. Ability to communicate effectively both orally and in writing; to understand and follow oral and written instructions; to project a professional and positive image of the institution; to make effective oral presentations.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
JAG Professional Resources	240-786-4901	\$12.50
Proper Staffing	410-547-8233	\$13.85

OFFICE CLERK I

JOB SUMMARY

Under direct supervision, performs moderately complex clerical work requiring the application of varied procedures or specialized methods; May provide guidance or instruction to office assistants.

PRIMARY DUTIES

1. Reviews and verifies documents for completeness, accuracy) timeliness and compliance with procedures.
2. Responds to routine inquiries requiring knowledge of relevant department policies and procedures.
3. Assembles compiles and edit data and records; Prepares worksheets, tables, correspondence and simple reports.
4. Codes, sorts and files documents and materials; Maintains manual and/or automated record keeping systems. Enters and retrieves data.
5. Receive sorts and distribute incoming materials; Participates in preparing bulk mailings.
6. Operates office equipment such as personal computers, typewriters, calculators, facsimile machines, and photocopiers.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of his job, Incumbents performs other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: One year in clerical work.

REQUIRED

KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of office practices, procedures and equipment; of grammar, spelling and punctuation. Skill in filing documents according to alphabetic and numeric sequences; in operating manual and automated office equipment; in performing routine clerical tasks, computer software (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect), Ability to independently perform specialized clerical tasks; to understand and apply departmental policies and procedures; to communicate effectively; to follow oral and written instructions; to maintain effective work relationships; to perform arithmetic computations.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
JAG Professional Resources	240-786-4901	\$10.00
Athena Consulting	301-216-9654	\$10.00

OFFICE CLERK II

JOB SUMMARY

Under general supervision, performs complex clerical work requiring the application of varied procedures and specialized methods. May provide guidance and instruction to office clerks and assistants.

PRIMARY DUTIES

1. Assists in coordination of clerical work for a department or program. Plans work flow of assigned clerical tasks or function.
2. Processes a variety of documents requiring knowledge of relevant departmental policies and procedures and interaction with others. Assembles, compiles, and edits data and records. Prepares worksheets, and reports.
3. Identifies and resolves clerical processing problems; Recommends new or revised procedures.
4. Receives and directs calls and visitors; Responds to moderately complex inquiries requiring research or interpretation of departmental policies and procedures; Makes referral to professional staff or others as appropriate.
5. Maintains manual and automated record keeping and filing systems. Enters and retrieves data; Codes, sorts, and files documents and materials.
6. Reviews and verifies statistical and oilier reports for completeness and accuracy of computations.
7. Operates office equipment such as personal computers, typewriters, calculators, facsimile machines, and photocopiers.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform oilier related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: Two years in clerical work.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of office practices, procedures, and equipment; of grammar, spelling and punctuation. Skill in preparing reports; in operating manual and automated office equipment; in performing mathematical computations; in performing routine clerical tasks; in filing documents according to alphabetic and numeric sequences. Ability to plan and independently perform specialized clerical tasks; to understand and interpret department policies and procedures; to communicate effectively both orally and in writing; to follow oral and written instructions; to establish and maintain effective work relationships; to operate personal computers (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect)and assigned word processing and spreadsheet software.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
JAG Professional Resources	240-786-4901	\$10.00
Proper Staffing	410-547-8233	\$10.95

IT DATA ENTRY OPERATOR

JOB SUMMARY

Under direct supervision, operates keyboard or other data entry device to record data onto various electronic storage media.

PRIMARY DUTIES

1. Enters alphabetic, numeric, or symbolic data from various source documents into computer, using an electronic keyboard or optical scanner.
2. Ensures accuracy of data by comparing it against source documents. Deletes incorrect data and re-enters corrections into the system.
3. Maintains records of work completed.
4. Prepares routine reports and disseminates these according to established procedures.
5. Responds to routine inquiries and resolves routine problems that are either data or machine related.
6. Performs related duties such as compiling, sorting and counting data to be entered.
7. Operates standard office equipment such as personal computer, data entry devices, word processors, microfilm readers, printers, and photocopiers.
8. Performs general clerical duties such as typing, filing, and answering phones.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: One year in the operation of electronic keyboards or other data entry devices.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to operate a keyboard or other data entry device, computer software (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect).

OTHER: Except for qualifications established by Jaw, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
JAG Professional Resources	240-786-4901	\$10.00
Athena Consulting	301-216-9654	\$10.30

OFFICE ASSISTANT

JOB SUMMARY

Under direct supervision, performs routine office work; May function as a receptionist or file clerk.

PRIMARY DUTIES

1. Receives and directs incoming calls and visitors; Responds to general inquiries regarding office operations.
2. Assists in maintaining records and filing systems; Codes, combines, copies, sorts and files documents according to defined procedures; Processes a high volume of similar routine transactions with clearly defined procedures.
3. Assembles and compiles basic data according to specific instructions. Utilizes manual and automated methods to enter and retrieve data.
4. Prepares and assists in preparing bulk mailings.
5. Delivery posts and retrieves documents and materials on campus.
6. Operates office equipment such as single and multi-line telephones, personal computers, typewriters, facsimile machines, and photocopiers.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MIMINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to read, spell accurately, and writes legibly; to communicate effectively; to operate manual and automated office equipment, computer software (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect) and keyboards; to file documents according to alphabetic and numeric sequences; to understand and follow oral and written instructions; to communicate effectively; to maintain effective work relationships; to perform arithmetic computations.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
JAG Professional Resources	240-786-4901	\$10.00
Athena Consulting	301-216-9654	\$10.30

SENIOR ACCOUNTANT

JOB SUMMARY:

Perform advanced level review and complex analysis of accounting transactions to ensure completeness, accuracy, and conformance with uniform accounting principles and practices; May supervise staff.

ESSENTIAL FUNCTIONS:

1. Serve as lead department accountant managing the most complex, high-volume accounting projects.

Define and monitor critical path activities, resolve issues and escalate complex matters as needed to the appropriate contact(s).

2. Verify accuracy of transactions and uniform application of policies, procedures, and acceptable standards.
4. Receive, analyze, adjust, and prepare various internal/external financial ledgers, schedules, exhibits and summaries along with any assigned databases utilized for financial reporting.
3. Examine and ensure integrity/reliability of the Financial Accounting System (FAS). Work with principal investigators, faculty, or staff members to identify potential ledger discrepancies between FAS and departmental records, providing statistical information to isolate these areas and recommend new procedures to prevent deviations or undesirable accounting trends.
4. Monitor and delegate budgetary transactions (i.e., payroll, accounts receivable, forecasts) on a daily basis.
5. Research and provide overview of procedures and programs for billing, receipt, collection, deposit, allocation of revenue to verify that the system is generating the appropriate entries. 8. Develop policies, processes, and procedures to ensure consistent operations.
6. Model and test various accounting scenarios to demonstrate impact of proposed policies and plans.
7. Identify trends and develop solutions for processes that have adverse impact on departmental records. Serve as subject matter expert for FAS system upgrades and changes.
8. Train and advise staff on best practices, policies, and procedures.
9. May supervise or lead staff including performance management responsibilities.

MINIMUM QUALIFICATIONS :

- Bachelor's degree in Accounting, Finance, or Business Administration (Master's degree and/or additional certification is preferred and can be used to substitute for relevant experience).
- 3 years related experience.
- o Equivalent combination of education and experience may be considered.
- o Credit history review may be required

KNOWLEDGE, SKILLS, AND ABILITIES:

Advanced knowledge of best practices in field as well all relevant federal, state, and local rules, regulations, and programs/policies for meeting compliance.

Ability to research, compiles, compare, forecast, and interpret facts and figures to make sound judgments based upon this knowledge.

Ability to effectively use analytical and organizational skills in order to carry out and follow through with complex assignments for which no clear precedents exist.

Ability to provide consulting advice and expertise both orally and in writing to clients, peers, subordinates, and management.

Ability to lead and participate in the development of policies and procedures.

Ability to communicate and interact with, as well as support effective partnerships with peers and subordinates.

Skill in serving as liaison with key external agencies, campuses, or other high level contacts. Skill in using PC applications for advanced analysis and useful reporting.

Ability to establish and communicate ongoing and new priorities and projects in order to meet scheduled deadlines.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
JAG Professional Resources	240-786-4901	\$18.00
Piper Staffing	410-286-1874	\$18.50

ACCOUNTANT

JOB SUMMARY:

Performs reviews and analyzes accounting transactions insuring completeness, internal accuracy, and conformance with uniform accounting practices.

ESSENTIAL FUNCTIONS:

Administers and maintains assigned accounts to verify accuracy of transactions and uniform application of policies, procedures, and acceptable standards.

Receives, analyzes, adjusts, and prepares various internal/external financial ledgers, schedules, exhibits and summaries along with any assigned databases utilized for financial reporting.

Examines and ensures integrity/reliability of the Financial Accounting System (FAS). Works with principal investigators, faculty, or staff members to identify potential ledger discrepancies between FAS and departmental records, providing statistical information to isolate these areas and recommending new procedures to prevent deviations or undesirable accounting trends.

Monitors and delegates assigned budgetary transactions (i.e., payroll, accounts receivable, forecasts) on a daily basis.

Provides general research and overview of various procedures and programs for billing, receipt, collection, deposit, allocation of revenue to verify that the system is generating the appropriate entries.

At higher levels essential duties may include increased complexity, independence, and responsibility, as well as additional supervisory requirements such as incumbent training, performance management, and quality assurance.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or Business Administration.
- 2 years of related experience.
- Equivalent combination of education and experience may be considered.
- Credit history review may be required.

KNOWLEDGE, SKILLS, AND ABILITIES:

BASELINE:

- Knowledge of best practices in the field as well as all relevant federal, state, and local rules, regulations, and programs/policies for meeting compliance.
- Ability to analyze, compare and interpret facts and figures and make sound judgments based upon this knowledge.
- Ability to clearly communicate results of work both orally and in writing to clients and management.
- Ability to cooperate and work with others in order to strengthen and cultivate relationships.
- Ability to carry out multiple assignments and plan accordingly in order to meet scheduled deadlines.
- Proficient in various relevant computer word processing and spreadsheet packages.

INTERMEDIATE:

- Knowledge of established principles, theories, techniques, and methodology.
- Ability to effectively implement analytical and organizational skills in order to carry out and follow through with complex assignments for which no clear precedents exist.
- Ability to participate in the development of policies and procedures.
- Skill in acting as a liaison with key external agencies, campuses, or other high level contacts.
- Skill in using PC applications for advanced analysis and useful reporting.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Swift Staffing	410-788-7011	\$14.17
JAG Professional Resources	240-786-4901	\$14.50

WEB DEVELOPER

JOB SUMMARY:

Web developer is responsible for general design, development, documentation and implementation of Internet-based applications to meet the needs of the University, school, or department; Uses a variety of techniques and tools to achieve desired look and functionality. Maintains and modifies pages as needed.

ESSENTIAL FUNCTIONS:

Designs, builds, and maintains website for the University, school, or department utilizing HTML, DHTML, and JavaScript.

Creates web-based applications using tools & technologies, such as: Apache, ASP, ColdFusion, PHP, Perl, Python, Index Server, and JavaScript/VBScript.

Uses a Content Management System (CMS) and Cascading Style Sheets (CSS) to develop web pages.

Ensures documentation is up-to-date and features, technical specifications, and infrastructure requirements for self-produced technical work and job processes.

Identifies and addresses browser, client server, and internet systems specific architecture compatibility issues. Address HTML and scripting compatibility and integration issues between different browsers and computing platforms utilizing various design methodologies and object oriented environments.

Conducts and maintains setup, installation, and management and all associated software and applications as needed by University, school, or department.

Translates functional requirements into technical design and development projects.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a related field. (Master's degree and additional certification can be used to Substitute for relevant experience). Computer Science or Information Systems curriculum preferred.

Minimum experience requires knowledge of at least one (1) structured programming languages and relational database management systems. Familiar with a variety of the field's concepts, practices, and procedures (i.e., SQL, C++, HTML, ColdFusion, CGI and JavaScript/VBScript, IIS, ASP, PHP, .NET, Perl, Python, and Index Server).

Or equivalent of four (4) years combination of formal information systems & web education/training and/or web experience and knowledge of at least one (1) structured programming languages and relational database management systems.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to apply consultative skills to assess and evaluate user needs and communicate technology alternatives and solutions.

Ability to develop application implementation plans, install software, and apply fixes.

Ability to identify hardware/software interface problems.

Knowledge of how to integrate all systems including operating systems, applications, networks, and databases, as well as knowledge of distributed processing technology.

Ability to perform systems and applications needs analysis.

Ability to support users and assist them in the use of web tool and technologies.

Familiarity with existing campus-defined systems, applications, and standards.

Knowledge of database design concepts.

Knowledge of web technologies and database engine characteristics, structures, and programming

Knowledge of system/equipment capability, programming & design restrictions, encryption, and security requirements.

Must be able to continuously monitor industry trends, technologies, and standards and be able to research, recommend, and apply new technologies as they emerge.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Swift Staffing	410-788-7011	\$28.95
JAG Professional Resources	240-786-4901	\$31.25
Dantli Corp	301-769-6933	\$33.35

WEB DEVELOPER LEAD

JOB SUMMARY:

The lead web developer is responsible for all aspects of the development and production of web environments. This position is responsible for independent design, development, documentation and implementation of Internet-based applications to support the University, a school, or a department. This individual uses a variety of complex techniques and tools to achieve desired look and functionality. This individual is the lead developer in applications that interface to secure sites, i.e. credit card integration.

ESSENTIAL FUNCTIONS:

Independently creates, builds, and maintains well designed website with effective interactive and transactional functions for the University, school, or department schemas utilizing HTML, DHTML, JavaScript, database development, relational database design, and database protocols. Enhances user appeal and utility of web environments using contemporary programming languages.

Independently web-based applications using tools & technologies, such as: Apache, ASP, ColdFusion, PHP, Perl, Python, Index Serve!, JavaScript/VBScript, and Visual Interdev. Knowledge and experience with installing, configuring, maintaining, tuning, analyzing and optimizing websites in the NT, Windows or Unix environment.

Leads the support of Content Management Systems and Cascading Style Sheets (CSS). Develops custom system modules.

Lead the development and execution of project work plans. Revises project plan, in consultation with upper management, to meet changing needs and requirements and enforces coding standards.

Ensures documentation is up-to-date and features, technical specifications, and infrastructure requirements for self-produced technical work and job processes.

Identifies and addresses browser, client server; and internet systems specific architecture compatibility issues. Address HTML and scripting compatibility and integration issues between different browsers and computing platforms utilizing various design methodologies and object oriented environments.

Conducts and maintains setup, installation, and management of software and applications as needed by University or department.

Leads and trains other staff associated with web development.

Recognizes system deficiencies and implements effective solutions.

Interface backend databases (SQL or Oracle) with database administrators in order to maximize function and effectiveness of web applications.

Translates functional requirements into technical design and development projects.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a related field. (Master's degree and additional certification can be used to substitute for relevant experience). Computer Science or Information Systems curriculum preferred.

Minimum of five (5) years' experience with knowledge of at least two (2) structured programming languages and relational database management systems. Familiar with a variety of the field's concepts, practices, and procedures (i.e., SQL, C++, HTML, ColdFusion, CGI and JavaScript/VBScript, TIS, ASP, PHP, .NET, Perl, Python, and Index Server).

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to apply consultative skills to assess and evaluate user needs and communicate technology alternatives and solutions.

Ability to develop application implementation plans, install software, and apply fixes.

Ability to integrate all systems including operating systems, applications, networks, and databases, as well as knowledge of distributed processing technology.

Ability to perform systems and applications needs analysis.

Ability to identify hardware/software interface problems.

Ability to support users' and assist them in the use of web tool and technologies.

In depth familiarity with existing campus-defined systems, applications, and standards.

Strong knowledge of sophisticated web technologies and database engine characteristics, structures, programming tools and concepts.

Strong knowledge of system/equipment capability, programming & design restrictions, encryption, and security requirements.

Must be able to continuously monitor industry trends, technologies, and standards and be able to research, recommend, and apply new technologies as they emerge

Provide mentoring to those with less knowledge of web design and development.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Swift Staffing	410-788-7011	\$32.40
Dantli Corp	301-769-6933	\$36.96
JAG Professional Resources	240-786-4901	\$37.50

SENIOR WEB DEVELOPER

JOB SUMMARY:

Senior web developer is responsible for installation and administration of both development and production of web environments. This position is responsible for design, development, documentation and implementation of internet-based applications to support the University, a school, or a department. Uses a variety of complex techniques and tools to achieve desired look and functionality and may interface to secure sites, i.e. credit card integration.

ESSENTIAL FUNCTIONS:

Creates, builds, and maintains well designed website with effective interactive and transactional functions for the University, school, or department schemas utilizing HTML, DHTML, JavaScript, database development, relational database design, and database protocols. Enhances user appeal and utility of web environments using contemporary programming languages.

Creates web-based applications using tools & technologies, such as: Apache, ASP, ColdFusion, PHP, Perl, Python, Index Server, and JavaScript/VBScript. Knowledge and experience with installing, configuring, maintaining, tuning, analyzing and optimizing websites in the NT, Windows or Unix environment.

Manages and supports Content Management Systems (CMS) or (CSS). Develops custom system modules.

Develops and executes project work plans and revises as appropriate to meet changing needs and requirements and enforces coding standards.

Ensures documentation is up-to-date and features, technical specifications, and infrastructure requirements for self-produced technical work and job processes.

Identifies and addresses browser, client server, and internet systems specific architecture compatibility issues. Address HTML and scripting compatibility and integration issues between different browsers and computing platforms utilizing various design methodologies and object oriented environments.

Conducts and maintains setup, installation, and management of software and applications as needed by University or department.

Makes recommendations for resources within budget and input in project schedule.

May lead and train other staff associated with web development.

Recognizes system deficiencies and implements effective solutions.

Interface backend databases (SQL or Oracle) with database administrators in order to maximize function and effectiveness of web applications.

Translates functional requirements into technical design and development projects.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a related field. (Master's degree and additional certification can be used to substitute for relevant experience). Computer Science or Information Systems curriculum preferred.

Three (3) years' experience with knowledge of at least two (2) structured programming languages and relational database management systems. Familiar with a variety of the field's concepts, practices, and procedures (i.e., SQL, C++, HTML, ColdFusion, CGI and JavaScript/VBScript, ITS, ASP, PHP, .NET, Perl, Python, and Index Server).

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to apply consultative skills to assess and evaluate user needs and communicate technology alternatives and solutions.

Ability to develop application implementation plans, install software, and apply fixes.

Ability to integrate all systems including operating systems, applications, networks, and databases, as well as knowledge of distributed processing technology.

Ability to perform systems and applications needs analysis.

Ability to identify hardware/software interface problems.

Ability to support users and assist them in the use of web tool and technologies.

Familiarity with existing campus-defined systems, applications, and standards.

Knowledge of database design concepts.

Knowledge of sophisticated web technologies and database engine characteristics, structures, and programming tools.

Knowledge of system/equipment capability, design restrictions, and security requirements.

Must be able to continuously monitor industry trends, technologies, and standards and be able to research, recommend, and apply new technologies as they emerge

Provide mentoring to those with less knowledge of web design and development.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Swift Staffing	410-788-7011	\$39.17
Dantli Corp	301-769-6933	\$36.96
JAG Professional Resources	240"786-4901	\$43.75