

Western Maricopa Education Center (West-MEC)

Job Description

Job Title: Administrative Assistant for Human Resources and District Maintenance

Supervisor: Associate Superintendent and Facility/Maintenance Manager

Terms of Employment: Twelve months

Salary Range: \$16.43 - \$23.54 hourly

Essential Duties and Responsibilities:

- Develop a strong understanding of West-MEC CTE programs and requirements.
- Establish and maintain good rapport with employees and community.
- Furnish information and answer questions in situations requiring judgment and knowledge of policies and procedures, including federal, state and district.
- Maintains a high level of ethical behavior, confidentiality and professional conduct.
- Maintain schedule/calendar of appointments for supervisors.
- Coordinate scheduling of various committee/conferences meeting, including preparing agendas, and prioritize tasks and projects.
- Coordinate, maintain and verify projects through tracking and analyzing data.
- Compile, prepare and monitor reports and project materials.
- Assist in advertising/posting/interview/hiring process for new employees.
- Assist in maintaining personnel files for employees including tracking certifications, fingerprints, anniversary dates and evaluations.
- Assist with employee benefits, orientations and new hire set up.
- Provide administrative responsibilities required by Facilities Dept.
- Assist with maintenance forecasting and scheduling.
- Sort/arrange documents into electronic files.
- Assist with ordering/purchasing for facilities maintenance operations (research product comparison, arrange delivery/pickup).
- Demonstrate positive interpersonal interactions with employees and the community.
- Draft forms and Excel spreadsheets for record keeping.
- Other duties as assigned.

Knowledge and Skills:

- Experience/knowledge of office management preferred. Construction or service industry experience helpful.
- Demonstrated working knowledge in Microsoft Word, Dropbox, Google Drive, BIM 360. Advance knowledge of Excel.
- Knowledge and skill using iVisions, School Dude, Employee Portal.



- Knowledge of the principles of business English, grammar, spelling and preparation of correspondence and presentations.
- Knowledge of applicable federal, state, county and city statutes, rules, regulations, ordinances and district policies and procedures helpful.
- Skill in establishing and maintaining effective working relations with vendors, staff and students.

Qualifications:

- Minimum of two years in an office/secretarial support.
- Experience in a school district office environment helpful.
- Appropriate education and advance training that relates to this type of work.
- Must possess a current Arizona Drivers License.
- Must be able to pass fingerprint and background checks.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: July 2018

Application Procedure:

Submit on-line application - West-MEC.org

Include:

- Letter of interest
- Current resume'
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.