

Western Maricopa Education Center | District #402**Job Description**

Job Title: Administrative Assistant for District Office

Supervisor: Executive Assistant to Superintendent/Director of Business Dev. & Gov't. Affairs

Terms of Employment: Twelve months

Salary Range: \$16.43 – \$23.54 hourly

Essential Duties and Responsibilities:

- Demonstrate positive interpersonal interactions with employees and the community, Establish and maintain a good rapport with constituents and the public.
- Develop a strong understanding of West-MEC CTE programs and requirements.
- Furnish information and answers questions in situations requiring judgment and knowledge of policies and procedures, including federal, state and district related to Education.
- Maintains schedule/calendar of appointments for supervisors.
- Coordinates scheduling of various committee/conferences meeting, including preparing agendas, and prioritizes tasks and projects.
- Coordinates, maintains and verifies projects through tracking and analyzing data.
- Compile, prepare and monitor reports and project materials.
- Develops and maintain files of correspondence, records/databases, reports and statistical documents (may involve creating databases).
- Oversees day-to-day operations of office - answers phones, receives visitors, responds to inquiries about school and programs, identifies issues and brings them to attention of campus administrator.
- Respond to community inquiries regarding district policy and general information.
- Assist supervisors involving a variety of administrative duties.
- Assist at program orientations.
- Maintains a high level of ethical behavior and confidentially.
- Other job related duties as assigned.

Knowledge and Skills:

- Experience/knowledge of office management preferred.
- Demonstrated working knowledge in Microsoft Office products.
- Knowledge of the principles of business English, grammar, spelling and preparation of correspondence.
- Knowledge of applicable Federal, State, county and city statutes, rules, regulations, ordinances and district policies and procedures helpful.
- Skill in reading, interpreting, understanding an applying relevant Federal, state, and district rules, regulations, and policies and procedures.
- Skill in creating, preparing and managing a variety of documents and reports for distribution.
- Skill in establishing and maintaining effective working relations with community businesses, public, parents and students, co-workers, and others having business with the district.



- Possess excellent phone and communication skills.
- Experience/knowledge of CTSO's.

Qualifications:

- Minimum of two years' experience in a secretarial/administrative support position. Experience in a school district office environment helpful. Appropriate education and advance training that relates to this type of work.

Requirements:

- ✓ Must possess a current Arizona Driver's License
- ✓ Must pass a fingerprint clearance and background check
- ✓ Occasional work outside normal working hours (monthly Governing Board meetings)
- ✓ Must be able to sit at computer desk for extended amounts of time, lift 50 lbs., and climb stairs

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.