

VACANCY POSTING
SECRETARY TO THE EXECUTIVE DIRECTOR

Job Title: Secretary to the Executive Director

Organization/School: Western Area Career & Technology Center

Job Type: Full-Time

Job Description:

The Secretary to the Executive Director is responsible for performing duties necessary to ensure the efficient operation of the Executive Director's Office while maintaining a high degree of confidentiality.

Candidate must have the following qualifications:

- Computer skills, public relations skills, organizational skills, and confidentiality.
- Associate degree and/or technical training.
- Clearances for Acts 34, 151, and 114 will be required before hiring.

Duties and Responsibilities:

The essential functions of this position include, but are not limited to, the following fundamental duties:

Honor and protect the confidentiality of student, personnel, and school business.

- Serve as secretary for the Executive Director.
- Assist with telephone calls.
- Handle all advertisements for personnel, special announcements, and bids.
- Make appointments and maintain an up-to-date calendar for the Executive Director.
- Maintain files of reports, records, correspondence, and other materials according to classifications.
- Maintain all personnel records and attendance of all employees, including accurate files on teacher certification.
- Maintain and organize job application records and arrange interviews.
- Prepare special reports and proposals for the Executive Director.
- Compose, type, and proofread correspondence, reports, forms, and other documents.
- Operate all office equipment.
- Arrange interviews and testing for professional and support personnel.
- Collect and account for all employee drug testing results and clearances as required by state and federal legislative and local policy.
- Conduct all duties related to scheduling, reporting, and CPE accounting.
- Work to portray a positive image for the Western Area Career & Technology Center.
- Perform all other duties assigned by the Executive Director and/or designee related to the department and/or administrative assignments.

Salary: TBD

Deadline: Until the position is filled

Reports To: Executive Director

How to Apply:

Send or email letter of interest, resume, and Act 34, 151, and 114 Clearances to Michael Milanovich, Executive Director, Western Area Career & Technology Center, 688 Western Avenue, Canonsburg, PA 15317.

Contact Information:

Michael Milanovich, Executive Director
Western Area Career & Technology Center
688 Western Avenue, Canonsburg, PA 15317
mmilanovich@wactc.net

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