

**MAHONING COUNTY CAREER & TECHNICAL CENTER  
7300 NORTH PALMYRA ROAD  
CANFIELD, OHIO 44406**

**NOTICE OF VACANCY**

Position: EMIS / Director's Secretary  
Full-Time – 250 days, 2000 hours (12-month)

Qualifications:

1. High School Diploma (Minimum)
2. Friendly, courteous, and public service-minded individual
3. Strong knowledge of computer and applications
4. Excellent keyboarding skills
5. Excellent adaptability to learn the latest technological programs and devices
6. Thorough knowledge of basic office procedures and the operation of common office equipment
7. Ability to function as a team member and support members of the MCCTC staff
8. Work cooperatively with shared services staff
9. Ability to work cooperatively with others and take instruction well
10. Ability to establish priorities
11. Ability to work independently when completing tasks and projects
12. Ability to accept supervision and constructive criticism
13. Take initiative and be self-motivated
14. Use of good judgment and tact
15. Ability to be flexible
16. Maintain confidentiality at all times
17. Meets strict deadlines
18. Efficacy with google calendar, google classroom, google docs, sheets, slides
19. Possess exceptional organizational skills
20. Learn and follow all EMIS timelines

Compensation: Per Salary Schedule

Date Posted: March 2, 2021

Application Deadline: Until filled

Start Date: As soon as possible

Applicants should submit a cover letter, resume, and references to John Zehentbauer, Superintendent, via email [jobs@mahoningctc.com](mailto:jobs@mahoningctc.com)

Questions can be directed to Joy Barnett at (330) 729-4002