

Metropolitan Education District
Administrative Assistant



Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Appropriate Administrator
Classification:	Classified; CSEA Bargaining Unit
Date Approved:	6/22/2005
Dates Revised:	8/17/2016
Position Control:	#142205, 142206, 152207, Salary Schedule 2, Range 24, 12 Month Work Year

POSITION DESCRIPTION:

Under limited supervision of designated supervisor, provides a variety of complex administrative support functions; and performs related work as required. During the regular course of work may have access to or gain information regarding privileged information. Privileged information may include student and/or parent information as well as information regarding fellow employees. It is expected that this position will not release any privileged information about students, staff or any topic properly confined to a closed session of the Board.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Performs a variety of administrative duties
- May perform administrative and clerical work for other District staff
- Types letters, reports, and other documents dealing with complex District activities
- Provides customer service to external and internal customers
- Provides answers and information concerning the programs, courses, or activities
- Runs budget reports, prepares budget transfers
- Makes arrangements for scheduled activities
- Orders office materials and supplies
- Makes preparation for meetings and takes meeting notes
- Prepares requisitions and tracks invoices
- Prepares and audits absence reports and time sheets
- Maintains fixed assets and key inventories
- Distributes mail
- Composes letters independently or from oral instruction

EMPLOYMENT STANDARDS:

Knowledge of:

- Organizational operations, policies and objectives
- Applicable laws, code, regulations, policies and procedures including
- Modern office practices, procedures and equipment including recordkeeping techniques
- Correct English usage, grammar spelling, punctuation and vocabulary.
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Budgeting practices regarding monitoring and control
- Method of collecting and organizing data and information
- Business letter and report writing, editing and proofreading
- Operation of a computer and assigned software

Ability to:

- Perform responsible and confidential secretarial and administrative assistant duties
- Interpret, apply and explain laws, codes, rules regulations, policies and procedure.

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EMPLOYMENT STANDARDS (continued):

Ability to:

- Effectively communicate with students, parents, school personnel, and members of local and state agencies and of the business community
- Ability to establish and maintain effective relationships with staff, teachers, office, school district personnel, business community, and other related individuals
- Assure efficient and timely completion of office projects and activities
- Problem solving with data and equipment
- Compose effective correspondence independently
- Maintain a variety of complex and confidential files and records
- Meet schedules and time lines
- Operate a variety of office equipment including a computer and assigned software

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience

Four years in increasingly responsible and varied secretarial or clerical work, preferably in school districts

Education:

Any combination equivalent to: graduation from high school supplemented by four years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: _____

Signed: _____
Employee Signature