

**Metropolitan Education District**  
**Executive Assistant to the Chief Business Officer (CBO)**

<b>Location:</b>	<b>Metropolitan Education District 760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>Chief Business Officer (CBO)</b>
<b>Classification:</b>	<b>Confidential</b>
<b>Date Approved:</b>	<b>2/04</b>
<b>Dates Revised:</b>	<b>5/9/07, 6/26/12, 3/13/13, 7/22/15, 8/17/16</b>
<b>Position Control:</b>	<b>#142100, Salary Schedule 7, Range 70, Work Year 260 Days</b>

**POSITION DESCRIPTION:**

This position is to serve as administrative support to the Chief Business Officer. Under limited supervision, coordinates designated internal and external communications; provides a wide variety of responsible and confidential secretarial support and performs related work as required for the District Office.

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 persons in this position will not release any privileged information about students, staff, labor relations or a topic properly confined to a closed session of the Board.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Handles and processes administrative details not requiring immediate attention of the CBO
- Collects and compiles information relating to administrative, fiscal, and educational activities including a wide variety of statistical reports, forms, surveys and files.
- Establishes and maintains cooperative and effective working relationships with staff, students, parents, administrative personnel, and others contacted in the course of work
- Composes letters; newsletters; and other types of correspondence as needed. Responds to appropriate correspondence independently.
- Creates and formats a variety of difficult material including minutes, orders, reports, memoranda, databases, records, documents, and statistical data.
- Is cognizant of weekly, monthly and annual responsibilities of CBO prompting for timely closure.
- Receives complaints for the CBO and takes steps to ensure that they are addressed.
- Maintains control of files regarding his/her own matters in progress and expedites their completion.
- Works with the CBO to develop the division's budget and assure fiscal responsibility through consistent and timely records
- Provides cross-coverage in other areas as needed during lunch, break, and employee absences
- Assists with a variety of duties for Superintendents' office
- Takes minutes at Budget Advisory Committee, Standing Audit Committee and division meetings
- May take minutes at Governing Board meetings
- Assists in preparation of Governing Board items
- Assists office visitors, and telephone callers and answers questions concerning the District's courses, activities, and programs or refers customer to another source of information

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**Essential Functions: (continued)**

- Serves as backup for the Senior Executive Assistant to the Superintendent
- Assists in organizing District events and meetings
- May compose from oral instructions letters requesting or giving information or letters dealing with routine District activities
- Arranges meeting room set-ups
- Assists with inputting information on the Website and Intranet
- Assists with the order of business for Governing Board meetings
- Assists with the assembling and distributing Governing Board notices, agendas, weekly mailings; releases
- Receives, opens and routes mail; posts outgoing mail; prepares District requisitions, submits invoices for payment; arranges for travel and conferences for CBO division
- Assists with Governing Board Policies. Provides information or answers questions where independent judgment, knowledge and interpretation of policies, procedures and regulations are necessary.
- Maintains necessary files; orders office supplies, software and reference books
- Participates on District Safety committee and assists with emergency preparedness information
- Duties may require access to and possession of information regarding a variety of confidential issues relating to employer/employee relations
- May assist in the preparation of documents relative to employer/employee relations and employee grievances
- May compile, develop, and present information relating to negotiations with exclusive representatives and District Labor representatives
- Performs other duties as assigned

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Current office procedures and practices
- Correct English usage, spelling, grammar and punctuation
- Computer software programs
- District policies, procedures, rules and regulations

**Ability to:**

- Interpret and apply District rules and policies with good judgment
- Make complex calculations with accuracy
- Apply Intermediate level skills in a variety of computer applications
- Analyze situations and adopt an effective course of action
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness
- Meet deadlines
- Make independent decisions on behalf of the administration as needed
- Maintain confidentiality

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**MINIMUM QUALIFICATIONS:**

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

**Experience:**

Four (4) years of increasingly responsible and relevant work experience, preferably in school districts

**Education:**

Any combination equivalent to: graduation from high school supplemented by college level course work in secretarial science, business, education administration, management practices or related field.- AA/AS preferred.

**License:**

A valid California Driver's License and a satisfactory driving record.

**Expectations:**

The District places a high value on employees that are enthusiastic, cooperative, have good work ethics and who have a customer service-oriented attitude. Employees are expected to understand and support the District's mission statement, strategic directions, 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 25 pounds and move and transport materials weighing up to 30 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Employee Signature