

Metropolitan Education District
Senior Executive Assistant to the Superintendent



Location:	Metropolitan Education District 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Superintendent
Classification:	Confidential
Date Approved:	3/14/84
Dates Revised:	12/2/86, 1/17/90, 5/26/93, 10/1/02, 5/9/07, 7/22/15
Position Control:	#142102, Salary Schedule 7, Range 100, Work Year 260

POSITION DESCRIPTION:

This position is to serve as administrative confidential secretarial and executive assistant support to the Superintendent of Metropolitan Education District, along with the specific responsibilities as listed below. Provides organizational management of the Superintendent's Office, key responsibilities, projects and events and assisting the District in communicating effectively with its constituencies. The employee in this position works independently using a high degree of initiative, creativity and wisdom and maintains a positive attitude at all times. This is a confidential position.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Performs a variety of duties for the Superintendent's office
- Assists in a variety of confidential administrative support duties and performs a variety of difficult, complex, responsible managerial duties
- Provide secretarial support for Superintendent, including day-to-day management of office functions, i.e.: phone calls, mail, other forms of correspondence and disseminating information to staff and the public
- Arrange appointments, schedule conferences and itineraries for Superintendent
- Possesses or gains a thorough knowledge of District organization, programs, functions, policies and procedures
- Maintains special confidential correspondence. Independently compose correspondence at the request of the Superintendent
- Coordinates the District Foundation activities
- Assists the Board and Superintendent by providing a variety of administrative services which include, but are not limited to the following: scheduling of Board events, Executive Council, Board retreats, Cabinet, and other administrative meetings, appointments and key action dates, prioritizing and managing projects and correspondence, arranging travel plans;
- Manages official district files and records for the Superintendent
- Directing public relations activities for the District, including the scheduling and managing of meetings
- Coordinating all Governing Board meetings including scheduling, agenda preparation, the taking and distribution of minutes
- Attends all Governing Board regular and special meetings and closed sessions when required
- Coordinate, check, assemble and prepare Superintendent's Cabinet agenda and supporting documents.
- Arrange committee meetings, prepare agendas, minutes and summaries of action taken

AREAS OF RESPONSIBILITIES/DUTIES (continued):

Essential Functions:

- Act as information source regarding District policies, procedures and objectives; receiving and interviewing callers and giving out information where judgment, knowledge, and discretion are required.
- Public relations; arranges tours and appropriate materials for visitors
- Supervises or coordinates the work of other clerical staff
- Manages MetroED website
- 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
- Other assignments as directed by the Superintendent

EMPLOYMENT STANDARDS:

Knowledge of:

- MetroED Policies and Procedures
- Current office procedures and practices
- Correct English usage, spelling, grammar and punctuation
- Common office machines, such as typewriter, copier, adding machine, computer terminal, printer, etc. Current software applications, i.e. Word, Excel, PowerPoint, Outlook, etc.
- Business English and methods of preparing correspondence and reports
- Public relations and communication processes

Ability to:

- Write and distribute press releases, news articles and newsletters
- Interpret and apply District rules and policies with good judgment
- Perform responsible and difficult clerical duties with speed and accuracy
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness
- Work with minimum of supervision
- Work overtime
- Analyze situations and adopt an effective course of action
- Make calculations quickly and accurately
- Use good judgment in recognizing scope of authority
- Prepare and analyze statistical records and reports
- Keyboard at 60 wpm
- Take accurate, detailed minutes
- Operate a personal computer with a high level of skill in current office applications

MINIMUM QUALIFICATIONS:

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

Experience:

Seven (7) years of broad and increasingly responsible experience in executive level secretarial work, preferably in Adult and Career Technical Education.

Education and Credentials:

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

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 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature