



METROPOLITAN EDUCATION DISTRICT (MetroED)  
HUMAN RESOURCES  
760 HILLSDALE AVE.  
SAN JOSE, CA 95136

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**ANNOUNCEMENT OF A VACANCY**

**EXECUTIVE ASSISTANT TO THE CBO & HR DIRECTORS**

**April 11, 2022**

**WHO MAY APPLY:** District is seeking an innovative, high-energy person to assist the CBO and HR Directors. See job description.

**POSITION:** **Executive Assistant to the CBO & HR Directors**  
Classification: Confidential Full Time Position – FTE 1.0  
Range: 100 (\$4,785 - \$6,107) per month  
Work year: 12 months (260 days) – Position Control #: 142105

**SCHEDULE:** Monday – Friday / 8:00am – 5:00pm

**LOCATION:** **MetroED – Superintendent’s office**  
760 Hillsdale Ave. building 400, San Jose, CA 95136

**REPORTS TO:** CBO and HR Directors

**REQUIREMENTS:** **Education:** High School Diploma or equivalent supplemented by college-level course work in secretarial, business or related field.  
**Experience:** A minimum of five (5) years of broad and increasingly responsible executive level secretarial work experience, preferably in Adult and Career Technical Education.

**HOW TO APPLY:** Visit [www.edjoin.org](http://www.edjoin.org) and submit: A cover letter, a resume and three (3) current letters of recommendation (within a year).

**DEADLINE:** **April 30, 2022** by 11:59pm

**START DATE:** ASAP

**CONTACT:** Susan Nakahira – HR Analyst for questions at (408) 723-6435  
[snakahira@metroed.net](mailto:snakahira@metroed.net)

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**MetroED is an Equal Employment Opportunity Employer and a Joint Powers Agency**  
**Background investigation will be conducted**

***Education Code: 200-262.4 / Metropolitan Education District BP: 0410***

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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**Metropolitan Education District**  
**Executive Assistant to the CBO/HR Directors**



	<b>Metropolitan Education District</b> <b>760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>CBO/HR Directors</b>
<b>Classification:</b>	<b>Confidential</b>
<b>Date Approved:</b>	2/2004; 09/08/21
<b>Dates Revised:</b>	05/09/2007; 06/26/2012, 03/13/2013, 09/08/21
<b>Position Control:</b>	<b>142105, Salary Schedule 7, Range 100, Work Year 260 Days</b>

**POSITION DESCRIPTION:**

This position is to serve as administrative confidential secretarial and executive assistant support to the Chief Business Official (CBO), Director of Human Resources/Title IX Coordinator and Director of Human Relations & Communications of Metropolitan Education District. 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 position will 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. 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. This is a confidential position.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

Working independently performs a variety of high-level secretarial duties for the Superintendent's office, specifically the CBO, Director of Human Resources/Title IX Coordinator and Director of Human Relations & Communications, which include but are not limited to the following:

- Assists in a variety of confidential administrative support duties and performs a variety of difficult, complex, responsible managerial duties
- Provide secretarial support for Superintendent's office, 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 CBO and HR Directors
- Possesses or gains a thorough knowledge of District organization, programs, functions, policies and procedures
- Prepares Governing Board Items
- Maintains special confidential correspondence. Independently compose correspondence at the request of the CBO or Directors of HR
- Serves as back up to the Senior Executive Assistant to the Superintendent
- Manages official district files and records for the CBO and HR Directors
- Supervise or coordinate the work of other clerical staff by providing overall leadership to the classified staff
- Assist in maintaining the accuracy and timeliness of Board Policies
- Proficient with QCC in running reports, processing invoices and preparing P.O.s
- Compile, develop and present information relating to negotiations with exclusive representatives and District Labor representatives.
- Prepare Negotiations agenda and proposal materials, minutes, grievance procedures, standing committees, Budget Advisory Committee and maintain official bargaining unit contracts, tentative agreements and settlement agreements from grievances.

**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
- Secretarial support for employee layoffs, grievances, hearings, salary comparisons, etc.
- Coordinates the creation of the District Calendar and organizational charts
- Duties may require access to and possession of information regarding a variety of confidential issues relating to employer/employee relations
- Establishes and maintains cooperative and effective working relationships with staff, students, parents, administrative personnel and others contacted in the course of work
- Other assignments as directed by the CBO and/or HR Directors

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- MetroED Policies and Procedures
- Current office procedures and practices
- Effectively communicate as appropriate with customers, the public, and staff at all levels
- Correct English usage, spelling, grammar and punctuation
- Compose letters and other communications as needed. Responds to appropriate correspondence independently.
- Common office machines, such as copier, computer terminal, printer, etc. and current software applications, i.e. Word, Excel, PowerPoint, Google, Zoom, GAMUT, Agenda Online Board , etc.
- Business English and methods of preparing correspondence and reports
- Public relations and communication processes

**Ability to:**

- Maintain confidentiality
- Prepare and take accurate, detailed minutes or highlights to committee members
- 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
- Meet deadlines and work overtime if needed as approved
- 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
- 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:**

Five (5) years of broad and increasingly responsible experience in executive level secretarial

**Metropolitan Education District**  
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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 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