JOB TITLE: ADMINISTRATIVE ASSISTANT
COMMUNICATIONS COMMUNITY RELATIONS

DIVISION COMMUNICATIONS AND COMMUNITY RELATIONS

SALARY SCHEDULE/GRADE: IA, GRADE 8

WORK YEAR: 260 DAYS

FLSA STATUS: NON-EXEMPT

JOB CLASS CODE: 8687

BARGAINING UNIT: CLAA

SCOPE OF RESPONSIBILITIES

Provides support and assistance to the Communications Department with various community events centered on District initiatives. Responsibilities will also include coordinating internal and external events to help communicate information to employees and key stakeholders. Performs cross-departmental project management and implementation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates activities, projects and programs designed to improve community relations for the district

Conducts customer service trainings as professional development for employees

Conducts new employee orientations for individuals recently hired by the district

Assists in the coordination of the Superintendent’s Student Advisory Council meetings

Organizes and facilitates ExCEL Award presentations across the district, as well as the ExCELebration event at the end of the school year

Coordinates the yearly retirement dinner for outgoing employees

Organizes and coordinates activities for the State of the District and Vogt Achievement Scholarship Luncheon.

Assists with the District’s administrator kick-off event before the start of the school year

Provides assistance for the annual event, Showcase of Schools

Visits schools and other sites for stories or other media events

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by designated supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, carrying or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS

High School diploma or G.E.D

At least one year experience in related field

Ability to establish and maintain rapport with a variety of people and different community groups

General knowledge of the district, good organization and planning skills, and basic computer operations

Effective communication skills
<table>
<thead>
<tr>
<th>DESIRABLE QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extensive knowledge of the school district's programs and operations as well as the dynamics of Jefferson County.</td>
</tr>
<tr>
<td>Experience in a diverse workplace</td>
</tr>
</tbody>
</table>