



NEW: 07/01/2019
Submitted: 05/14/2019

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

DESIRABLE QUALIFICATIONS
Extensive knowledge of the school district's programs and operations as well as the dynamics of Jefferson County.
Experience in a diverse workplace