



NEW:
07/01/2012

JOB TITLE:	SPECIALIST COMMUNITY RELATIONS
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7, 260 DAYS
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8140
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for supervising various aspects of the development and implementation of the district's community relations efforts including audience, events, and population targeting, community networking, the volunteer program, the speakers' bureau, and senior citizen involvement; and supervises the operation of the school district's distribution center.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans and executes activities, projects and programs designed to improve school/community relations.

Researches and provides data in order to keep file of target population current, and supervises and coordinates the activities of a cadre of volunteers who assist with community networking.

Represents the district on designated committees and establishes and maintains a volunteer resource file working through the delivery system to place volunteers.

Receives requests for speakers from within the school system and from the community, finds and schedules speakers and provides appropriate follow-up.

Organizes, implements and/or coordinates various efforts designed to involve senior citizens in school district programs, activities and operations.

Works cooperatively with materials production to implement the District's distribution center, including serving as the clearinghouse for publications and materials from external sources, mailings to targeted publications, distribution to schools, and rec

Monitors the supply of publications and brochures and alerts appropriate personnel when reprints or revisions are needed.

Supervises the operation of the FACTLINE.

Supervises the assembly and distribution of information packets, skinny books, first writing books, and other instructional material.

Performs other duties as assigned by the designated director.

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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree with at least one year's experience in a related field

Ability to establish and maintain rapport with persons from varying life styles and various community groups

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

DESIRABLE QUALIFICATIONS

Extensive knowledge of the school district's programs and operations as well as the dynamics and mores of Jefferson County