



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	MANAGER INFORMATION AND COMMUNICATIONS
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8497
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Provides assistance in implementation of public information programs of the District and works to promote JCPS and the Board of Education through increasing the awareness of the community at large.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists with writing and distribution of news releases and a wide variety of public and Districtwide information material that support the District goals
- Assists in writing speeches, talking points and other external and internal items for use by the Superintendent and other JCPS staff
- Monitors web-based and other electronic and paper forms of media related to education
- Assists the District with media relations activities including contacting media representatives, collecting information for requests, and generating story ideas for publicity
- Assists in planning and implementation of special events and activities
- Develops and implements collaborative efforts with professional, civic and community organizations
- Manages and supervises social media content, internal communication and video production
- Assists with planning, development, and communication of informational programs to maintain favorable public and stakeholder perceptions of the District
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Evaluates staff as assigned
- Generates and secures placement of story ideas based on current events in education
- Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, reaching with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Three (3) years successful experience in area of assignment
- Effective communication skills

#### DESIRABLE QUALIFICATIONS

- Prior experience in an educational institution
- Experience in a diverse workplace

