

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

COMMUNICATIONS & COMMUNITY RELATIONS TECHNICIAN II

SALARY SCHEDULE: SSP-10

COST CENTER: COMMUNICATIONS AND COMMUNITY RELATIONS 9075

QUALIFICATIONS:

- (1) High School Diploma. Associates degree or greater preferred.
- (2) Two (2) years of experience with Adobe Creative Suite (Photoshop & Illustrator).
- (3) Adobe After Effects preferred.
- (4) Two (2) years of experience with office management preferred.
- (5) Demonstrated customer service experience.
- (6) Experience in scheduling and assisting multiple administrators preferred.
- (7) Payroll and bookkeeping experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Provides administrative assistance to the Director and Specialists in assigned section.
- (2) Provides officewide technical duties within a communications specialty.
- (3) Oral and written communication skills.
- (4) Microsoft Office with a focus on Excel, Outlook, PowerPoint, Publisher and Word.
- (5) Adobe Creative Suite, newsletter or online publishing experience.
- (6) Ability to frequently schedule meetings and to handle various creative and administrative tasks in a team environment.

REPORTS TO:

Director, Communications and Community Relations

JOB GOAL

Performs complex communications design work related to a specialized area of communications and community relations outreach. Maintain funds and various accounting tasks within all rules, policies and guidelines. Performs related duties as required or assigned. Performs administrative and office management duties.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Support layout, design and production of publications, including internal and external documents.
- * (2) Support the Director of Communications and Community Relations; inform of all potential problems, unusual events, and public concerns.
- * (3) Customer Service: serve as the primary point of contact for the Communications and Community Relations Department by answering phones, responding to emails and faxes and managing overall inquiries made by school district personnel, parents, students, community partners and general public.
- * (4) Payroll: process twice-monthly timesheets, O/T, absences, comp time, mileage reimbursements, etc. in a timely manner for all department staff.
- * (5) Bookkeeping: Work with Finance and the Communications Director to manage all department purchases and P-card reconciliations, purchase orders, product warranties, warehouse orders, memberships, bills, invoices, payments, travel, etc.
- * (6) Calendars and Notices: assist with posting all school district calendar events, meetings, public notices, etc. via the website.
- * (7) Respond to all communication support tickets via Airtable and email.

COMMUNICATIONS & COMMUNITY RELATIONS TECHNICIAN II (Continued)

- * (8) Create, duplicate, assemble or distribute documents and correspondence. Publish to various websites as needed.
- * (9) Adhere to all School Board policies, regulations, guidelines and protocols.
- * (10) Demonstrate support for the school district and its goals, mission and priorities.
- * (11) Maintain a professional manner and appearance at all times.
- * (12) Maintain confidentiality at all times.
- * (13) Sustained focus and attention to detail for extended periods of time.
- (14) Assist with other duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities