



Job Description

Job Title: Community Affairs Specialist

Supervisor: Director

Community Relations & Legislative Services

Position Code: 4N42, DN42

Pay Grade: 27

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for providing support to the Community Relations and Legislative Services Department.

Essential Duties

1. Communicates information about NNPS to employees, parents, students and the community; facilitates organizational, parental, student and community interaction.
2. Authors, edits, updates and designs employee newsletter, department brochures, advertisements, annual reports and other publications.
3. Performs clerical duties utilizing computer software and peripherals.
4. Aids staff members in conceptualizing, writing and editing publications and communications.
5. Gathers, correlates and disseminates statistics and other pertinent information.
6. Provides support for annual or special events or other projects as required.
7. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs other related duties as assigned by Director, Community Relations & Legislative Services or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Requires Associate's degree, vocational technical degree or specialized training equivalent to satisfactory completion of two years of college education with emphasis in communications and publications or a closely related field. Must possess the ability to establish and maintain effective working relationships with parents, students, teachers, administrators, and community based-organizations. Must possess the ability to read and prepare correspondence, reports, forms, research papers, etc., using prescribed formats and conforming to rules of punctuation, grammar and style. Position requires the ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing.

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 25 pounds.

Supervision Exercised: None

Supervision Received: Director, Community Relations and Legislative Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Community Affairs Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Director, Community Relations and Legislative Services or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Revised 6/10 (BB)