



Job Title: Community Relations Technician

Supervisor: Director, Public Information and Community Involvement

Position Code: UN21

Pay Grade: Grade: 23

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for performing a variety of administrative and secretarial tasks in support of the daily operations of the Community Relations and Office staff.

Essential Duties

1. Performs a variety of administrative tasks including answering and responding to telephone calls, visitors and email inquiries
2. Provides administrative support to the Community Relations office staff
3. Performs general clerical tasks including correspondence, filing, copying, meeting and travel arrangements, scheduling, budgeting, financial transactions and public relations
4. Assists with communicating information about NNPS to employees, families, students and the community using a web based notification system, email and text-messages
5. Assists with creating PowerPoint presentations and desktop publishing projects using MS Word, MS Publisher and Adobe InDesign (preferred)
6. Assists with special events and community relations efforts
7. Proofreads internal and external publications for clarity and accuracy
8. Serves as the administrator support for the Newport News Education Foundation
9. Prepares and processes requisitions and purchase orders; maintains budget and financial records for the Community Relations staff and the Newport News Educational Foundation
10. Responsible yearly for creating school schedule information booklet for parents and employees use to include school calendars, operating hours and important dates for the school-year
11. Responsible yearly for creating confidential business card for essential administrators and school principals
12. Create yearly School Board and Senior Staff Calendars for the school division's use
13. Maintains confidentiality in all matters
14. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Director of Public Information and Community Involvement, the Director of Corporate and Government Relations and/or the Special Assistant to the Superintendent.

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of standard high school diploma and preferably business school training or completion of two years of college, or any combination of experience and training which will provide the required knowledge, skills and abilities. Thorough knowledge of standard office practices, procedures, and equipment and clerical and business techniques; and the knowledge of business English, grammar and math. Excellent computer

skills, to include high proficiency in Microsoft Suite applications including Word, Outlook, Excel and PowerPoint; proficiency in Adobe InDesign and Microsoft Publisher preferred. Demonstrated judgment, customer service and organizational skills. Ability to meet deadline requirements with a stressful environment and function effectively with other staff members to complete all necessary tasks.

Working Conditions and Physical Demands

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Duties are performed in an office environment. Must be able to sit for long periods of time. Work involves physical effort encountered in normal, everyday office activities. While performing the duties of this job, the employee is occasionally required to carry light items and pull boxes weighing up to 25 pounds; and bend, stoop, or reach to setup materials.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Director, Public Information and Community Involvement

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

Approvals:

Supervisor Date

Employee Name (Print) Signature Date

7/22/13 - LM