

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Department Secretary 3
Public Relations Assistant

IMMEDIATE SUPERVISOR Executive Director of Community Relations

GENERAL DUTIES

Serves as a public relations assistant to the Executive Director of Community Relations, providing a variety of communications support, involving developing correspondence, presentations, formatting publications, proofreading documents, and coordinating a variety of special events, projects, and meetings. Must be extremely organized and have the initiative to work independently on short- and long-term projects.

ESSENTIAL REQUIREMENTS

- A. Minimum of a high school diploma or its equivalent, with successful job experience, preferably at an administrative or supervisory level
- B. Knowledge and experience using word processing, desktop publishing, and presentation software
- C. Knowledge and use of office procedures and practices
- D. Excellent verbal and written communication skills
- E. Professional telephone etiquette and ability to handle difficult phone calls
- F. Ability to follow oral and written instructions
- G. Ability to assist with the coordination of complex projects
- H. Ability to maintain confidentiality and to work with discretion
- I. Excellent organizational skills
- J. Ability to work in a fast-paced environment with multiple projects and deadlines
- K. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- L. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Prepare news releases, publications, presentations and other written documents including, but not limited to, newsletters, calendars, correspondence, certificates and business cards using computer software such as Microsoft word, excel, Microsoft publisher, power point, adobe indesign.
- B. Operate a variety of office machines including, but not limited to, computers, electric typewriters, copiers, laser printers, and FAX machines. Input and format computer data for department or school needs using word processing, desktop publishing, and graphics capabilities
- C. Assist in the development, organization, and production of special projects (i.e., collaborate on project timeline, planning, design, modification, printing, mailing, and evaluation)
- D. Create and maintain data bases of particular information including, but not limited to, committee members, key communicators, District volunteers, mailing lists, etc
- E. Schedule conference rooms for department meetings
- F. Assist in administrative functions (i.e., project costing and specifications, working with vendors, purchase orders and authorization to pay

G. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Department Secretary 3-Public Relations Assistant
12 Month Office Support Pay Schedule
Pay Grade: G
Last Revised: June 2007

