

**Administrative Assistant
New Hanover County Schools**

Job Description

Class: Classified

Dept: Office of the Deputy Superintendent/Public Relations

TITLE: Support Associate VII

QUALIFICATIONS:

1. High school degree.
2. Three to five years experience in office environment with responsibility for complex duties. Prefer experience with public relations in a school system.
3. Effective communication, writing and computer skills.
4. Other qualification as the superintendent and board may find appropriate.

REPORTS TO: Chief Communications Officer

JOB GOAL: To act as the administrative assistant to the Chief Communications Officer and assist with all aspects of public relations and communication for the New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school system issues.
2. Maintain strict confidentiality for all personnel matters.
3. Prepare and edit news releases, media advisories, incident reports, publications, presentations and other written documents including correspondence and certificates.
4. Arrange monthly Board of Education recognitions, create awards and prepare administrator's speech for each award. Obtain, transcribe and distribute minutes from meetings.
5. Assist in the development, organization and production of special projects and marketing campaigns.
6. Assist the Chief Communications Officer and the Board of Education with the release and explanation of public and non-controversial information to school employees, media and general public.

7. Monitor department budget; gather pertinent data, analyze requests and process information, requisitions, contracts and purchase orders for the department.
8. Create and maintain databases and files for a variety of contacts; media, schools, PTA and others.
9. Assist graphic artists, printers and other media experts with preparation of projects and presentations.
10. Collaborate with schools and other departments to collect and track data related to public relations.
11. Review and ensure the accuracy of outgoing correspondence, records and/or reports of complex, procedural or program activities.
12. Performs other related duties and responsibilities as requested by the Chief Communications Officer.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: 12 month work year/At-Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 71

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, parents, and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to compile and summarize information.
- Ability to learn, interpret, and explain policies, regulations and procedures.
- Extensive knowledge of office practices and procedures.
- Ability to interact and deal with the public in a professional manner.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.