

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Public Information Specialist

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of two (2) years office / business experience.
3. Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Knowledge of typing, grammar, formatting and data entry. Ability to operate basic office equipment. Ability to deal effectively and courteously with the public, students and co-workers. Ability to perform a multitude of tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Working knowledge of business math and business English. Ability to speak publicly. Good organizational skills. Ability to deal flexibly with change and in demanding situations.

REPORTS TO: Adult and Community Education / Second Chance School Principal

JOB GOAL

To assist in facilitating services, activities and learning experiences for county residents capitalizing on existing human and other available resources.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Maintain community education records, class rosters, fee collection and other records as program policy and procedures require.
2. Register students for adult and community education classes.
3. Schedule and administer testing sessions for students entering adult education classes.
4. Collaborate in developing the adult / community education schedule of classes.
5. Facilitate advertisement and promotion of classes, including, but not limited to, writing articles for the newspaper, developing flyers and brochures and designing advertisements.
6. Prepare and submit payroll for assigned personnel.
7. Maintain a database of testing records for adult / community programs.
8. Assist in developing and administering annual needs assessment and surveys as directed.

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9. Assist in the facilitation of academic and activity classes on and off campus.
10. Visit activity sites as specified and scheduled by the supervisor.
11. Assist in answering telephones and assisting visitors, instructors and students.

Inter / Intra-agency Communication and Delivery

12. Answer the telephone in a courteous and professional manner.
13. Communicate effectively with the public, students, co-workers and administration.
14. Respond to inquiries and concerns in a timely manner.
15. Keep supervisor informed of potential problems or unusual events.

Employee Qualities / Responsibilities

16. Demonstrate initiative in the performance of assigned responsibilities.
17. Model and maintain high ethical standards.
18. Follow attendance, punctuality and proper dress rules.
19. Maintain confidentiality regarding all work related matters.
20. Maintain positive relationships with students and staff.
21. Participate in workshops and training sessions as required.

System Support

22. Provide clerical assistance to staff as directed by the Coordinator.
23. Prepare or assist with preparing all required reports and maintain all appropriate records.
24. Follow all School Board policies and school policies and procedures.
25. Exhibit the interpersonal skills necessary as an effective team member.
26. Demonstrate support for the School District and its goals and priorities.
27. Perform other incidental tasks consistent with the goals and objectives of this position.

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: 9 ½ Month

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

EVALUATION: Annually be designated administrator

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

SALARY ITEM NUMBER:41