



## JOB DESCRIPTION

**Position Code:** 824  
**Classified Group:** CSEA  
**Salary Range:** 29  
**Work Calendar:** 001  
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**POSITION TITLE:** Community Relations Technician

**DEFINITION:** Under general direction, the Community Relations Technician performs a variety of specialized and technical tasks related to the research, development, submission and monitoring of grants and communications, as well as special event execution and safety response.

**DIRECTLY RESPONSIBLE TO:** Director(s), as assigned

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Gathers and analyzes data related to communication, grant and safety efforts.
2. Conducts research to identify potential grant opportunities.
3. Reviews and edits a variety of complex and technical documents in print and electronic formats for grammar and factual accuracy.
4. Supports assigned electronic grant submissions and reporting through data input.
5. Maintains timelines for proposals and reports on progress.
6. Assists school sites and/or departments with applications and/or filing of required reports, as assigned.
7. Performs technical calculations and analyses to prepare and maintain various grant budgets including assisting with budget development and budget revisions.
8. Reviews purchase requisitions to assure compliance with grant and other requirements.
9. Participates in the development of new programs where necessary and appropriate.
10. Prepares and processes letters, correspondence, reports and other documents related to grant or compliance document submission, administration and monitoring.
11. Receives calls for emergency assistance and deploys appropriate resources.
12. Assists with technical reporting requirements, as assigned.
13. Maintains assigned website(s) and/or social media accounts and presences for the district
14. Organizes complex logistical elements of special events and meetings.
15. Performs clerical work associated with grants or technical communication projects.
16. Performs other duties as assigned.

### **QUALIFICATIONS:**

#### Education and Experience:

Any combination of education and/or experience equivalent to a two-year degree with major coursework in public or business administration, communication, or a related field; previous experience with research and grant writing, or experience in nonprofit fundraising, highly desired.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of writing and editing
- Knowledge of education funding
- Knowledge of research techniques
- Knowledge of data analysis and reporting
- Knowledge of correct English usage and effective writing and verbal skills
- Knowledge and skill in use of computers and assorted software programs
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with all levels of district staff and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff and the community

**WORKING CONDITIONS:**

Work Environment:

- Indoor office environment
- Moderate noise

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, standing, sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 3/11/2015  
Revised: 6/23/2021