



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Public Relations Secretary	Exemption Status: Non-Exempt
Reports to:	Director of Public Relations	Pay Grade: 04
Works with:	District Personnel/Parents/Public	Days: 226
Dept./School:	Public Relations Office/KSBG TV Station	Date Revised: 02/13/2020

Primary Purpose:

The primary role of the position is to assist in carrying out the efficient operation of the school district's Communications Department (Public Relations Office/KSBG TV Station), including providing clerical services for department staff.

Prerequisites:

- High school diploma or GED
- Two years of experience in an office/business setting

Special Knowledge/Skills:

- Effective secretarial, typing, and file maintenance skills
- Effective public relations, organizational, communication, and interpersonal skills
- Knowledge of basic accounting principles
- Knowledge of school district organization, operations, and administrative policies
- Ability to use software to develop spreadsheets, electronic files, and word processing materials
- Ability to make independent decisions regarding planning, organizing, and scheduling
- Ability to maintain accurate and auditable records
- Ability to follow verbal and written instructions
- Ability to meet established deadlines
- Ability to multi-task numerous complex administrative activities
- Ability to adapt to a change of assignments on short notice
- Ability to work with various types of stakeholders (Personnel/Parents/Community/Media)

Major Responsibilities and Duties:

1. Follows all district procedures and policies.
2. Maintains confidentiality of sensitive information.
3. Performs routine bookkeeping tasks and maintains department budget records.
4. Prepares and processes department purchase orders and payment authorizations.
5. Orders and maintains inventory of office supplies and department equipment.
6. Maintains a schedule of appointments and makes travel/meal arrangements for department staff.
7. Answers telephone in a prompt, courteous and professional manner; conveys complete messages; and directs phone calls to appropriate staff member.
8. Greets and assists visitors, answers inquiries, and gives direction as deemed appropriate.

9. Maintains a visitors log.
10. Makes meeting arrangements for department activities, including preparing materials, scheduling and setting up facilities, and arranging equipment.
11. Monitors and processes personnel time records (i.e., absence, overtime, and extra duties forms) and submit in accordance with district procedures.
12. Processes incoming and outgoing mail.
13. Generates and processes work orders for the various needs of the department.
14. Compiles, maintains, files all correspondence, reports, records, and other documents as required, taking necessary measures to insure accuracy of all documents, data, and reports.
15. Maintains accurate, organized and current file records.
16. Collect fees for promotional sales (i.e., DVD copies, scoreboard messages, etc.).
17. Assists with preparation of materials and arrangements for department and/or districtwide projects and events (i.e., back-to-school and end-of-year events, Teacher of the Year activities, routine and/or special KSBG TV productions, etc.)
18. Informs immediate supervisor of all complaints or issues that affect department and district operations.
19. Compiles and archives newspaper, magazine, and/or special publication clippings or advertisements.
20. Serves as a department liaison for other San Benito CISD departmental offices and campuses.
21. Participates in professional development events/activities to improve skills related to job assignment.
22. Maintains high level of ethical behavior as expected of all District employees.
23. Demonstrates regular and prompt attendance.
24. Performs any other duties as assigned by supervisor.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____

Date _____

Administrator Signature: _____

Nate Carran, Ed.D.

Date _____

2/13/2020