

## Public Information Assistant Job Description

**Purpose:** The Public Information Assistant assists in promoting communication between Derby Public Schools and the community.

**Responsible to:** Director of Communications

**Salary:** District Clerical Hourly Rate Schedule, Level 3

**Classification of Employment:** Non-Exempt

**Date:** July 2019

### Qualifications:

1. High School diploma or equivalent.
2. Three years experience as a secretary is preferred.
3. Demonstrated typing, filing, and organizational skills.
4. Experience with Adobe and Microsoft Office suites.
5. Demonstrated phone and people skills.
6. Experience with the publishing process preferred.
7. Ability to work independently and with multiple groups of people.
8. Experience with preparing press releases is preferred.
9. Experience with HTML code or website administration is preferred.
10. Requires a valid Kansas driver's license.
11. Desire to continue career improvement.

### Essential Functions:

#### 1. Knowledge, Skills, and Abilities

- a. Provide the efficient operation of a Public Information Office in connection with and under the supervision of the Director of Communications.
- b. Ensure all activities conform to district guidelines.
- c. Communicate effectively with all members of the school district and community.
- d. React to change productively and handle other tasks as assigned.
- e. Be capable of flexible hours that include evening and lunch meetings.
- f. Support the philosophy and mission of Derby Public Schools.
- g. Comply with all district policies, rules, and regulations.

#### 2. Physical Requirements/Environmental Conditions:

- a. Requires the ability to sit and/or stand for prolonged periods of time.
- b. Requires the ability to stoop, bend, and reach.

- c. Occasionally requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
- d. Must be able to work with many interruptions.
- e. Requires regular and punctual attendance and/or physical presence at the job.

### **General Responsibilities:**

1. Facilitate the development and distribution of district forms.
2. Maintain records and budget information for public information expenses and various activities assigned to the Public Information Office.
3. Assist patrons by providing general information about the district.
4. Help maintain district records as required.
5. Place orders for new materials and verify receipt of delivery.
6. Assist schools and other district departments with their graphic design projects and publications.
7. Design and distribute the Personnel Directory and contact lists.
8. Help facilitate district communication by creating and distributing the Derby School News and district employee newsletter.
9. Help keep all media outlets up to date on district happenings.
10. Help design and coordinate the production and distribution of all publications assigned to the Public Information Office.
11. Write formal press releases for the district and, with final approval from the Director of Communications, submit to media.
12. Take pictures for publishing purposes as necessary.
13. Help coordinate the various district activities and events assigned to the Public Information Office.
14. Serve as primary website administrator for central district website and secondary website administrator for school building websites.
15. Attend meetings for or with the Director of Communications as deemed necessary for communication purposes with representatives from other school districts.
16. Maintain and monitor our district's social media presence and communication.
17. Adhere to all district policies.
18. Other duties as assigned by the Director of Communications or the Superintendent, which are consistent with the general requirements and qualifications of the position.