



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Secretary V (Communications and Community Engagement)**

Position Type: <b>Classified</b>	Department: <b>Communications and Community Engagement</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Communications and Community Engagement Director</b>
Salary Range: <b>28</b>	
Term of Employment: <b>12 months</b>	Date: <b>June 8, 2017</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Contributes to the efficient operation of the Communications and Community Engagement Department.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Coordinates the Awards and Recognition programs for employees, schools, and students. Files the appropriate documentation for Governing Board recognition.
- Coordinates special events; i.e., designing schedule, invitations, programs, awards, certificates, catering, protocols, speakers, music, tabulating the number of respondents and layouts for the Retiree Reception, Longevity Celebration, business partner events, etc.
- Reviews and gives approval for distribution of flyers.
- Coordinates the delivery of publications to printer, mail house preparation, bulk mailing section at post office, and finally to the public. Tracks and maintains appropriate level for the Bulk Mail Permit account.
- Receives and maintains a log of Request for Public Records; distributes the request to proper department, compiles, and copies the information requested; makes arrangements for pick up and payment.
- Researches requests, coordinates activities, archives, and distributes data as to assist with media relations contact for the schools and district.
- Assists with the district social media messages.
- Assists with data collection for surveys such as charter school report.

- Coordinates Emergency Preparedness and Response for the district by confirming police, media, and parent reports; maintains a list of emergency numbers, protocols, and equipment; composes letters to parents sent home by schools; directs staff as to posting confirmed information on website, school status phone line, and information released to employees.
- Assists staff in use of the district's phone notification system.
- Proofreads publications for the department and other groups.
- Answers general and specific questions from the public and internally. Directs people to the appropriate department for additional information.
- Provides and receives information requiring some judgment or discretion regarding current and specific business of the department by telephone or in person.
- Communicates and works with parents, students, staff, community, and governmental agencies in regard to problems that may arise that do not require the attention of the administrator/supervisor.
- Confers with supervisor, presents and resolves difficult problems or questions, discusses plans or actions to be taken, makes decisions.
- Coordinates travel arrangements, required paperwork and reimbursements for director.
- Keeps staff attendance records; edits Kronos records weekly; tracks time off for the department.
- Maintains a schedule of appointments and makes arrangements for conferences and meetings.
- Assists with Website updates as needed.
- Maintains accurate and detailed records for department M&O and capital budget.
- Orders and maintains supplies, as needed; obtains data for ordering and tracking materials and supplies.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.

- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.
- Experience in customer service is preferred.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually quiet.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*