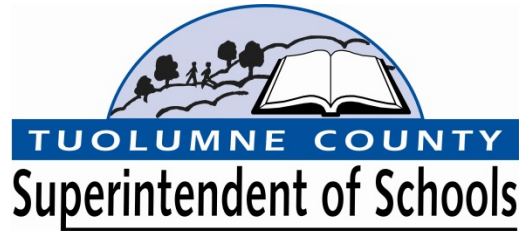


**TUOLUMNE COUNTY
SUPERINTENDENT OF SCHOOLS OFFICE**

175 South Fairview Lane • Sonora, CA 95370
(209) 536-2000



POSITION: Communications Coordinator

DEFINITION:

Under the direction of the County Superintendent, performs a wide variety of complex program and budgetary duties; acts as supporting the County Superintendent with administrative and technical projects; serves as the initial contact for public relations and does related work as required. The Coordinator will build and maintain public support by organizing, developing, and disseminating information regarding Tuolumne County Superintendent of Schools (TCSOS) news, communications, social media, and publications. This position will serve as an advisor to TCSOS administrators. Provide accurate and timely information to the TCSOS staff, school districts, news media, business community, and the general public regarding TCSOS programs. Will also assist with the identification of topics and staff for publications that inform the public of important TCSOS issues.

ESSENTIAL FUNCTIONS:

- Serves as support to the County Superintendent.
- Maintains a calendar of activities and events, schedules appointments, conferences, meetings, and makes travel arrangements for the County Superintendent.
- Under direction of County Superintendent, prepares agendas and supporting information for board meetings, school district organization meetings, charter board meetings, superintendent meetings, administrative meetings, and foundation meetings.
- Gathers, reviews, and compiles information, and prepares accurate and comprehensive reports and surveys, including California Public Records Act requests.
- Assists County Superintendent in tasks related to state-wide organizations, including California County Superintendents Educational Services Association, California School Boards Association, and Association of California School Administrators.
- Make arrangements for events.
- Meets schedules and timelines.
- Maintains strict confidentiality on all job-related matters.
- Attends to program details utilizing initiative, problem analysis techniques, and good judgment.
- Prepares a variety of communicative subject matter that may include privileged and highly sensitive material.
- Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
- Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Coordinate and design all formal publications of TCSOS, including annual reports, reports

from County Superintendent of Schools to employees; selected Board of Education information; and brochures, pamphlets, newsletters, and other materials as needed to promote understanding and appreciation of Tuolumne county Superintendent of Schools.

- Develop and maintain communication with social media, e-newsletters, etc.
- Serve as a spokesperson and point of contact for TCSOS as appropriate.
- Establish and maintain cooperative and effective working relationships with others, including, local media, maintain media contact lists, assist the press with developing stories, and organize media visits when necessary.
- Maintain and distribute current listing(s) of upcoming events within and outside TCSOS for distribution to employees, staff, news media, local and state agencies, and educational institutions.
- All other duties as assigned.

QUALIFICATIONS, EDUCATION, TRAINING AND/OR EXPERIENCE:

Bachelor of Arts or Science in the area of business/Communication or a related field, or related work experience accepted. Work experience in the public education system (District or County Office of Education) and knowledge of the California Education Code desirable. Experience in media, public relations, editorial work desirable.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Possess advanced computer and typing/word processing skills. Ability to carry out complex oral and written directions; make decisions independently; communicate effectively verbally and in writing; establish and maintain cooperative working relationships; and prepare correspondence independently. Knowledge of strategies to provide communications assistance, including site communication plans, school-business partnership assistance, community relations, and news media relations. Be flexible and receptive to change. Possess a valid California Driver's License

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer, operate standard office equipment and use the telephone.
3. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT: Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, TCSOS and school district staff, outside agency staff, and the public.