

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Facilities Communication Liaison	REPORTS TO:	Facilities Communications Supervisor
DEPARTMENT:	Communications	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	048 OTBS
REVISED:	August 19, 2009		

BASIC FUNCTION:

Provide ongoing communications for facilities bond programs between district and school site staff, community organizations, business groups, parents, and the public.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Coordinate and develop communications related to all aspects of facilities bond programs with district staff, school sites, parents, community groups, businesses, and the general public, utilizing photography, graphic arts and PowerPoint. **E**

Coordinate mass mailings, stakeholder meetings and special events related to facilities bond programs. **E**

Develop and maintain content for facilities bond program website. **E**

Gather and prepare news release information provided by district staff and the public oversight committee, and work with district communications staff responsible for media coverage. **E**

Work with school sites to develop communication materials including fact sheets, newsletters and circulars to inform neighborhoods and communities of construction projects and progress. **E**

Maintain a variety of media materials and prepare narrative reports using standard office computer applications including Microsoft Word and Excel, PowerPoint, Adobe Creative Suite, Internet, and electronic mail. **E**

Provide district information to school sites and community groups and make presentations for the Communications Office and the Facilities Planning and Construction Division. **E**

Prepare written communication for the Communications Office and the Facilities Planning and Construction Division regarding the facilities bond program, including constituency correspondence, board communications, and status reports on progress of the facilities bond program. **E**

Coordinate communication efforts of district staff responsible for facilities bond program implementation and other stakeholders. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a bachelor's degree in English, communications, or public administration and one year of recent, directly related experience in communications, public administration, facilities development, or related field.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private automobile (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Communication techniques to provide factual information to broad ranges of audiences.
Computer applications to prepare and produce a variety of materials.
Importance of timelines and schedules.
Record keeping techniques.
Technical aspects of field of specialty.
Photography and graphic arts.
Web design and maintenance.

ABILITY TO:

Use appropriate judgement in diverse and emergency situations.
Understand and communicate district objectives related to facilities bond program.
Prepare and present complete and accurate written and oral reports.
Take high-quality photos.
Develop and maintain web content.
Create PowerPoint presentations.
Establish and maintain effective working relationships with others.
Prioritize and schedule work while multi-tasking and meeting multiple deadlines.

WORKING CONDITIONS:

ENVIRONMENT:

Office, school sites, and other district locations; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting moderate to heavy objects.

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