

**SAN DIEGO CITY SCHOOLS**  
**Position Description**

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<b>TITLE:</b>	Manager, Community Relations	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	022
<b>REVISED:</b>	November 9, 2005		

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**SUMMARY DEFINITION:**

Plan, organize, control, and direct the daily operations and assigned functions of the assigned department; review, develop, and communicate policies, procedures, and regulations district-wide and within the community; conduct research, analyze data, and prepare statistical reports and analyses; develop training documents and conduct training for district staff, parents and the community related to community involvement and engagement activities.

**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**

Plan, organize, control, and direct the day-to-day operations of the Partnerships in Education and School Volunteer Programs in the areas of communication, technology, record management, workflow monitoring, and productivity assessment. **E**

Develop short- and long-range plans for increasing efficiency through the use of technology and human resources. **E**

Conduct research, analyze data, and prepare and maintain a variety of statistical reports, records, and files; compose reports, procedures, and correspondence covering a wide variety of matters; write and design brochures, flyers, presentations, training documents and other documents. **E**

Conduct and facilitate meetings, resolve problems, provide direction for department staff members, district personnel, and others as required; serve on district-wide committees, task forces, and panels. **E**

Conduct training for district staff, parents and the community related to community engagement and involvement activities. **E**

Develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services and compliance with laws, policies and regulations. **E**

Perform a variety of major special projects affecting district-wide personnel and members of the community, programs, and activities. **E**

Monitor and direct the maintenance of equipment and systems that support the delivery of services. **E**

Communicate with administrators, staff, and members of the public to coordinate activities, resolve issues, and exchange information. **E**

Direct and/or supervise assigned staff members; and coordinate the interview and selection process. **E**

Perform other duties reasonably related to this job class.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

B.A. or B.S. degree with an emphasis in business/community relations and/or marketing and three years of relevant experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Educational and business trends related to parent/community outreach, engagement and involvement  
Presentation, communication, and facilitation techniques to promote collaboration.  
Correct English usage, grammar, spelling punctuation, and vocabulary.  
Reading and writing English communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Methods of statistical analysis and report writing techniques.  
Principles and practices of employment, management, and effective supervision.  
Operation of standard office equipment, including microcomputers.  
Computer software, including Word, Power Point, Excel, Windows, and desktop publishing.

**ABILITY TO:**

Independently perform highly complex research and special assignments.  
Interpret, apply, write, design, and explain district policies, procedures, rules, and regulations.  
Learn the procedures, functions, and limitations of assigned duties.  
Perform a wide variety of specialized and technical duties.  
Maintain confidentiality.  
Plan and organize work to meet schedules and time lines.  
Understand and follow oral and written directions.  
Communicate effectively verbally and in writing with internal and external audiences.  
Establish and maintain cooperative and effective working relationships with all levels of district staff, outside agencies, and the public.  
Work effectively with computer software programs including Word, Power Point, Excel, Windows, and the Internet.  
Prepare presentations and training documents; provide training and use facilitation skills.  
Maintain statistical records and prepare comprehensive, highly complex reports.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; 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 light objects.