



COMMUNICATIONS ADMINISTRATIVE ASSISTANT

Reports to: Director of Communications

Division: Communications

Our ideal candidate

You possess the proven ability to accomplish multiple tasks and keep multiple projects organized and progressing. You possess knowledge of the principles and practices of the County Education Office, including rules, regulations and operating procedures. You are an effective communicator, with advanced writing and verbal skills. You are highly organized and detail oriented with demonstrated ability to work independently and exercise appropriate judgment. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General description

Assist in disseminating information regarding the Office, its programs, and public education in general, in an accurate and informative manner. This position requires the ability to quickly acquire knowledge of the Office's policies, rules, regulations, procedures, and programs. This position assists the Director of Communications with administrative details and written materials as they relate to public information and the function of the department, and performs a wide variety of advanced and complex administrative support functions.

Specific duties and responsibilities

- Provide a variety of information, in person, by telephone, and via email to school district personnel, community agencies, media contacts, members of the public, and other individuals and groups regarding the Office and its programs
- Independently compose, type, and distribute news releases, congratulatory letters, internal and external memos, items for the superintendent, and other correspondence as assigned
- Review drafts and layouts for proposed publications to be distributed internally and externally and review final drafts in the absence of the Director of Communications
- Compose data and research records for updating office publications
- Research data and records for special projects and assignments as assigned
- Coordinate the promotion of special events
- Prepare, type, duplicate and distribute a variety of promotional materials
- Assist in the writing, printing and distribution of the superintendent's radio and newspaper commentaries
- Maintain publication of indexed volumes of radio and newspaper commentaries
- Coordinate update of annual directory including annual data collection and publication distribution



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- Monitor annual directory information and provide updated data as needed for publication
- Coordinate distribution and billing for the annual directory including the maintenance of its financial and statistical records
- Advise necessary staff of any changes to online listings of districts, schools, and board members
- Serve as assistant editor of monthly employee newsletter, "Keeping in Touch" (KIT) including the collection of materials from reporters, format, fact check, rewrite and edit as necessary, and input on its layout and final publication
- Serve as assistant editor of annual office publications as assigned including data collection, fact checks, edits, input on publication layout, and distribution
- Review printed newspapers and online media sources for county superintendent
- Maintain up-to-date collection of all pertinent printed and online media and distribute to superintendent, director, County Board of Education members, and other staff as appropriate
- Maintain and provide updates to assigned mailing lists including principals and school board members
- Operate a variety of modern office equipment including computer, scanner, fax, and copiers
- Coordinate with superintendent's office to maintain the media calendar for superintendent's television programs, radio interviews, and commentaries
- Prepare radio and television scripts for the superintendent
- Archive and curate superintendent radio commentaries scripts
- Process contracts, invoices, and payments to studios for superintendent commentaries
- Review all superintendent television shows post-production and work with videographer to finalize
- Prepare and assist with the budget for travel arrangements and reimbursements for director and other staff members as assigned
- Perform other essential job-related duties and responsibilities as assigned

Requirements

Education: Graduation from high school supplemented by two years college level instruction in journalism, English or writing

Experience: five years of increasingly responsible administrative support experience, including two years of responsibility for composing complex reports, or news feature writing

Knowledge and skills



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- County Education Office organization, operations, policies and objectives
- Operation, terminology and programs of the County Education Office
- Techniques and styles of news and feature writing
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures and equipment
- Operation of office machines including computer equipment and specified software
- Telephone techniques and etiquette
- Statistical and financial record-keeping
- Well-developed oral, written, and interpersonal communication skills
- Technical aspects of field of specialty

Abilities

- Perform varied, complex administrative tasks, secretarial duties, and writing assignments
- Establish and maintain effective working relationships with the public and others
- Independently compose news releases, newsletters, radio commentaries, complex correspondence memorandums, articles and reports
- Establish and maintain records, indexes and other reference systems
- Operate a variety of office machines including computers, scanners, calculator, copiers
- Operate office machines including a Macintosh computer and applicable software such as Word, Filemaker Pro, and Excel
- Interpret, explain and apply laws, rules, regulations and policies
- Meet schedules and time lines; plan and organize work
- Work independently with little direction
- Arrange for meetings, workshops and conferences
- Analyze situations accurately and adopt an effective course of action
- Communicate effectively both orally and in writing and work confidentially with discretion
- Demonstrate keyboarding/typing skills and speed as required by the assignment

Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

Working conditions



Personnel Commission

JOB DESCRIPTION

COMMUNICATIONS ADMINISTRATIVE ASSISTANT

Work is performed indoors with minimal exposure to health and safety hazards.

Salary range 73

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| <i>Approved by the Personnel Commission:</i> | June 30, 1994 |
| <i>Revised:</i> | December 20, 2000 |
| | June 28, 2018 |