

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Communications Associate - **Department:** Communications
Communications Office

Grade G

H.P.D. 4.5

D.P.Y. 260

Job Description

Date Reviewed: September 2019

Reports To: Chief Communications
Officer

Purpose of Job

The purpose of this job is to provide support to the Communications Department and coordinate various functions and activities in support of community relations, stakeholder engagement, marketing and development.

Essential Duties and Responsibilities

Answer phone calls, greet and assist visitors, and address concerns with exceptional customer service

Provide backup to Director of Schools Office as needed

Prepare purchase orders, bids and all purchasing for Communications Department

Research and contact vendors for bids, place orders and follow purchasing process

Maintain supplies for inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies for the Communications Department

Monitor MUNIS accounts for Communications Department

Coordinate and prepare for meetings and special events (all logistical arrangements and staff support) as directed

Provide support for special events coordinated by the Communications Department

Schedule meetings, book conference rooms and communicate with committee members as needed

Support preparation of appropriate meeting materials and distribute said materials e.g. agendas, support materials, audio/visual aids

Organize, order and maintain adequate office supplies for the Communications Department

Organize and maintain office filing materials

Maintain, organize and update mailing lists

Provide and prepare appropriate travel arrangements for the members of the Communications Department as needed

Assist in monitoring media coverage of CMCSS as requested

Assist other administrative staff with overflow work, including Microsoft word, Excel and internet research tasks

As assigned, schedule a variety of program-related activities (e.g. meetings, workshops, presenters, travel arrangements, facilities usage, etc.) for the purpose of assisting in meeting staff professional development needs/requirements and ensuring the efficient utilization of funds, personnel, equipment and/or facilities

Coordinate repairs to office equipment, tracking office inventory, including generating work orders

Maintain a working knowledge of essential computer equipment and software programs

Serve in regular rotation as Information Associate.

Provide support as needed to the functions of the copy center, including copying, cutting, binding, shipping, etc.

Assist CMC Education Foundation/Community Relations Coordinator in coordination of the Partners in Education Program for the Clarksville-Montgomery County School System as needed

Additional Job Functions

Performs other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED), computer competency with word-processing programs. The ability to do basic mathematical computations. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and practices as they pertain to the performance of duties relating to the job of Communications Associate-Communications Office. Knows how to develop an administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including handling of emergency situations, determining, and deciding upon procedures to be implemented, setting priorities to be implemented, maintaining standards, and resolving problems. Has the ability to comprehend, interpret and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

(ADA) MINIMUM OUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative and technical information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Communications Associate-Communications Office. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech.

Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Communications Associate-Communications Office.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Communications Associate-Communications Office.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date