TITLE: Communications Assistant  
SECTION: Communication & Legislation

DEPARTMENT: Administration

REPORTING RELATIONSHIP:

Reports to: Communication & Legislative Director

Supervises the following positions: Not applicable

DEFINITION: Under general supervision, the Communications Assistant schedules and organizes tours, workshops, exhibit space, etc., for the district’s public outreach program.

ESSENTIAL FUNCTIONS:

1. Responsible for general office-related activities such as filing of photos, digital images, and taking telephone messages.

2. Work with Communication staff towards developing and implementing successful public outreach programs.

3. Schedules public speaking assignments for district staff.

4. Schedules and organizes tours, workshops, exhibit space, etc., for district’s public outreach program.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability would be to have experience in working as an executive secretary.

Knowledge of:
- Word, Excel, and PowerPoint.
- English grammar, spelling and vocabulary.
- Organizational skills.
- Principles and practices of public speaking.
MINIMUM QUALIFICATIONS (Cont.)

Abilities:  
- Implement and develop programs.  
- Keep schedules for department staff.  
- Effective use of public speaking methods.  
- Type accurately and operate a computer workstation.  
- Understand, accept and effectively relate the district’s position in various matters.  
- Learn other software.  
- Work cooperatively with others.

Education: Courses that would help meet the required knowledge and abilities would be qualifying.

PHYSICAL REQUIREMENTS:

Driving: light to moderate

See Human Resources for physical assessment form.