

DIRECTOR II
(Communications & Administrative Services)**DEFINITION:**

A Cabinet-level staff position reporting directly to the Superintendent; serve as the chief administrative aide to the Superintendent; serve as the District information officer; and serve as the District emergency officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide general administrative assistance to the Superintendent, including: preparation of reports; writing of letters as directed; preparation of special projects; and preparation of background on agenda items.
- Be the liaison between the Governing Board and Superintendent's office, including: follow-up on requests for information by Board Members; assignment of agenda concerns to the various divisions; assisting Superintendent in preparation of the Update; assignment of requests emanating from Board Meetings to the various divisions and reporting back to the Superintendent; and assisting Superintendent in orientation of Board candidates and newly-elected Board Members.
- Be the liaison between the Superintendent and various elected officials at the State, Federal, and local level regarding matters pertinent to the District.
- Coordinate activities between the Assistant Superintendents and their respective divisions on behalf of the Superintendent; disseminate correspondence, reports, journals, and other written materials to the appropriate divisions on behalf of the Superintendent.
- Correspond and meet with the District's private legal counsel and County Counsel on behalf of the Superintendent and the Governing Board; coordinate and monitor Board Policies and Administrative Regulations under the direction of the Superintendent; update the Superintendent and her staff on changes in legislation; serve as the Superintendent's resource person on questions relating to any of the various California codes.
- Act as District liaison for all District contacts with the media; maintain on-going communication on a regular basis with all press and electronic media; direct and coordinate the development and production of district publications, brochures, newsletters and press releases; serve as a consultant to teachers, staff and administrators on all matters related to public information; assist school staff in organization of newsletters and other communications to school community.
- Coordination of events with different employee groups.
- District lead for the organization of Public Records Requests.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Knowledge of all aspects of public school administration and the management of school districts; knowledge of the laws governing public education in California.

Ability to:

Ability to write and speak well; ability to organize and work independently; ability to revise priorities in accordance with the requirements of the Superintendent and the needs of the District; ability to be flexible and work at a variety of tasks with ease; ability to exercise confidentiality; ability to work in a conflict arena; ability to handle people who are upset; ability to concisely present a point of view.

Experience:

Five years experience that has provided the applicant with the knowledge and abilities listed above, site administrative experience preferred.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Valid California Administrative Credential, Valid California driver's license.

Board Approved: 10/12/10

Revised and Board Approved: 7/16/13

Revised and Board Approved: 12/14/17

Revised and Board Approved: 10/14/21