

MABANK ISD

Job Title: Communications Specialist

Exemption Status/Test: Nonexempt

Reports to: Communications Officer

Date Revised: 10/09/19

Dept./School: Communications Office

Days: 90

Primary Purpose:

Work under minimal supervision to organize and perform the routine work activities of the public information office. Assist with preparation of written materials for district publications.

Qualifications:

Education/Certification:

Associate's degree

Special Knowledge/Skills:

Demonstrated skills in writing, proofreading, editing, and desktop publishing

Excellent public relations, organizational, communication, and interpersonal skills

Ability to read and comprehend instructions, short correspondence, and memos

Ability to perform a variety of tasks often changing assignments on short notice with little or no direction

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to maintain accurate and auditable records

Ability to meet established deadlines

Experience:

Three years editorial or desktop publishing experience

Major Responsibilities and Duties:

Publications and Information Services

1. Assist with writing copy for brochures and publications produced by public information office. Read copy to detect errors in spelling, punctuation, and syntax.
2. Assist with production, publication, and distribution of district publications and news releases.
3. Transcribe recorded interviews and notes.
4. Take photographs for district publications, presentations, and displays. Record meetings or programs (both video and audio) throughout the district.

Records, Reports, and Correspondence

5. Maintain a log of media calls and information requests.
6. Compile, maintain, and file all reports, records, correspondence, and other documents as required.

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Other

7. Answer incoming calls and respond to routine inquiries from public, media, board of trustees, and staff as directed. Refer nonroutine inquiries to communications officer.
8. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; camera(s), video cameras; desktop publishing software

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____