

Under the direction of the County Superintendent of Schools and in cooperation with other administrators, plans, develops, and implements a program of internal and external communications and public relations; performs related duties as required.

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- Establishes and maintains cooperative and effective working relationships with employees, news media, school districts, and community groups;
- Works closely with staff to maintain and improve internal communications;
- Works closely with departments and staff to update and maintain the Office of Education's website & intranet;
- Collects, prepares, edits, and releases news and feature stories on Office of Education social media platforms and to new media;
- Identifies possible feature and news stories and assists staff and administrators in their preparation;
- Produces and edits publications such as the internal newsletter, external newsletter, and annual report;
- Assists in preparation for special events;
- Works to improve overall school relations by assisting individuals and groups seeking information about the schools;
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- Write creatively and present a positive image of the Office of Education to the public;
- Organize work load and meet deadlines;
- Be creative in art design;
- Accept responsibility and work overtime with additional compensation;
- Tactfully offer suggestions of improvements to management and supervisory personnel;
- Show flexibility in assigned tasks;
- Stand and/or sit for entire work shift;
- Perform repetitive tasks to completion;
- Attend meetings, classes, conferences, and in-service trainings;
- Travel in and out of county with own vehicle.
- Lift 40 pounds; perform physical labor for entire work shift.