

## **Killeen Independent School District Job Description**

**Job Title:** Public Information Technician  
**Department:** Public Information  
**Reports To:** Public Information Officer  
**FLSA Status:** Non-Exempt 226 days

### **SUMMARY**

Responsible for managing Public Information Office functions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Handles incoming media calls by routing to appropriate person or office according to standard procedure or ongoing circumstance

Assists in managing and planning community events such as the honors/recognition board meetings, summer information distribution centers, graduation ceremonies and press events

Performs minimal graphic arts functions to assist with print advertising and other publication needs as directed

Communicates media visit procedures with campus personnel as directed by Public Information Officer

Manages entries for Texas School Public Relations Association Star Awards and other award nominations

Maintains up-to-date all memberships and dues for PIO/KISD TV staff

Receives visitors and telephone calls; screens those which can be handled without director's help.

Composes and types correspondence, memoranda, reports, forms, and similar materials in final form into the computer, and submits to appropriate entity

Processes incoming and outgoing mail

Maintains calendars for Public Information staff and KISD-TV staff, as well as schedules meetings, and prepares materials for those meetings.

Establishes and maintains appropriate files and other information; searches files for information

Utilizes office technology and automation to complete tasks and operates office machines such as electronic typewriter, computer, calculator, fax machine, copy machine; keeps machines in operational readiness

Determines priorities and maintains office controls to ensure a timely accomplishment of tasks

Manages all payroll functions

Prepares and maintains purchase orders, professional leave forms, and reimbursements.

Updates office database and files

Performs bookkeeping tasks associated with the specific position

Orders, maintains, and issues keys or the building

Assists administrative personnel with secretarial tasks

Oversees all DVD duplication

Maintains and tracks all DVD sales

Performs Graphic Design for all DVD's and DVD covers / KISDTV title pages / Multizone

Maintains the district Multizone slideshow on KISDTV

Maintains and updates the KISDTV information on the KISDTV Multizone

Maintains and updates a KISDTV broadcast schedule on the KISDTV web page

Submits KISDTV broadcast schedules and press releases to Public Information Officer to distribute to local media outlets weekly

Supervises the hiring and implementation of KISDTV Student Employees

Maintains Student Employee Schedules / Timecards / Employee Paperwork

Maintains KISDTV Production and Studio Schedule

Supervises KISDTV Equipment Check-Out Program

Operates production equipment as needed including cameras, switcher, audio and graphics

Maintains and tracks KISDTV non-district production income and expenses.

Maintains KISDTV Budgets and Equipment Inventory

Maintains and Build a KISDTV Video Tape and DVD Archive

Assists with District Video Productions (Honors and Rec., Starmakers) and Graduations as needed.

Manages Etimes payroll and aux. time cards for all KISDTV employees

Possesses operational knowledge production software to include: DVD printing software, DVD authoring software, Microsoft office, Final Cut Studio, Indesign, Photoshop and Publisher.

## **SUPERVISORY RESPONSIBILITIES**

Supervises the hiring and implementation of KISDTV Student Employees.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must possess a high school diploma or hold a General Education Degree (GED) certificate, Must have two years experience as a public school secretary, or three years of general clerical/secretarial experience, or 15 hours of college credit with some business orientation or equivalent business school background.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER QUALIFICATIONS**

Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum score of 7,000 kph with 7 errors or less.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

**Prepared By** Frank Crayton, Coordinator for Auxiliary Personnel

**Prepared Date:** September 10, 2009

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.