

**Killeen Independent School District
Job Description**

Job Title: Secretary IV - Chief Communications and Marketing Officer
Department: Central Administration
FLSA Status: Nonexempt

SUMMARY:

Provides secretarial and administrative services to the Chief Communications and Marketing Officer (CCMO).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Composes and types correspondence, press releases, memoranda, reports, forms, and similar materials that may contain sensitive information.

Receives visitors and telephone calls; screens those that can be handled without Chief Communications and Marketing Officer (CCMO) assistance.

Maintains CCMO calendar, schedules meetings, and prepares materials for those meetings.

Able to create and post content on all social media platforms, including writing and editing social media posts.

Maintains, updates, and creates graphics for editorial calendar.

Processes incoming and outgoing mail.

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

Obtains and maintains adequate materials and supplies.

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

Coordinates a variety of programs and/or activities for the purpose of ensuring appropriate logistical planning for events supported by the district.

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

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

Performs bookkeeping tasks associated with the Communications/KISDTV/Community Relations department budgets.

Assists other administrative personnel with secretarial tasks.

Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

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.

EDUCATION and/or EXPERIENCE:

Must possess a high school diploma or hold a general education degree (GED) certificate. Must have at least two years of experience as a school secretary, or three years of general clerical/secretarial experience. Knowledge and familiarity of Hootsuite, Canva, Adobe and Photoshop preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write business correspondence without grammatical errors. Ability to effectively present information and respond to questions from employees, media or visitors to the school district.

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:

No other qualifications.

PHYSICAL DEMANDS:

The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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. The noise level in the work environment is usually moderate.

Revised Date: January 14, 2020

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.