

YUBA COUNTY OFFICE OF EDUCATION
Confidential/Management Job Description

COMMUNITY SERVICE LIAISON

DEFINITION

Under general direction of the Superintendent, coordinates and directs publications, assumes responsibility for developing, maintaining, improving and coordinating county outreach efforts, including working relationships with local businesses, faith-based organizations, chambers of commerce, non-profit and other community-based organizations and other related duties and responsibilities as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of general supervision of the county Superintendent of Schools or designee:

- Plan, organize, control, manage and provide support to strengthen the relationship between the county, families, schools and local community-based organizations for the purpose of promoting educational excellence for all students. Conduct research, analyze data

Special Projects

Special projects as assigned by the County Superintendent of Schools include planning, coordination and implementation of county office and school district special elections and board elections.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described including extensive satisfactory experience at the executive secretarial level, preferably in a public education environment.

Knowledge, Skills and Abilities

Coordination skills to effectively coordinate a variety of difficult, technical functions in a county superintendent of schools office; written communication skills to prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents, oral communication skills to communicate effectively with county office personnel, school administrative staff, outside district agencies, the public, and news media demonstrating tact, and diplomacy; organizational skills to set priorities, define tasks, schedule and coordinate activities, and functions, develop procedures and complete assignments; decision making skills to exercise independent thinking and good judgment; mathematical computational skills; ability to operate a variety of office equipment including computer, fax, machine, calculator and copier, reading comprehension skills to interpret policies, administrative regulations and legislation, and accurately explain to others; record keeping skills to establish and maintain effective file systems; research skills to identify and collect appropriate data; interpersonal skills to establish and maintain cooperative relationship with those contacted in the course of work assignments.

Other Characteristics

Willingness to work a flexible schedule to attend evening meetings and special events.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing

ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis.

Licenses and Certificates

Valid California Driver's License

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06/16/16