

## **EAST SIDE UNION HIGH SCHOOL DISTRICT**

**JOB TITLE: Bond Communications and Document Controller**

**CLASSIFIED RANGE: 38**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Provides specialized communication and document control activities in support of the District's bond program. Prepares and coordinates the communication for all bond program activities from project initiation to final completion and close-out through various communication mediums. In addition, the position provides for all aspects of document control and recordkeeping to maintain all forms, financial records and documents in a central database for the school building program which includes new construction, reconstruction and modernization projects.

**SUPERVISOR: Senior Manager of Bond Program**

### **TYPICAL FUNCTIONS AND DUTIES**

- Support the Senior Manager of Bond Program in organizing and managing all communication and document control functions and activities of the Bond Program Management department;
- Designs, produces, and distributes a variety of written, photographic and graphic materials in support of the District's bond program for internal and external communication.
- Designs and edits a wide range of communications and information materials, including brochures, special presentations, social media postings, website content, and other education and outreach materials.
- Oversees and maintains the Bond program web pages; responds to public inquiries regarding the Bond program and project updates.
- Consults with program management staff to ensure all website material and project status information is up to date and reliable.
- In coordination with Senior Manager of Bond Program, coordinates the preparation for all meeting and agenda materials on behalf of the department for public meetings related to the Bond and specifically for the Citizens Bonds Oversight Committee (CBOC).
- Leads all public information activities associated with the Bond Program.
- Ensures all bond program information is updated often to ensure transparency and reliability of content
- Coordinate, assemble presentations and reports, including internal team communications.
- Support the management and production of deliverables, printing and binding documents, and preparing presentations and reports, including internal team communications.
- Interface and maintain liaison with program and project management, site administration, stakeholders, contractors, and other consultants on program and project updates.
- Ensure preparation, custody, review and accuracy of all project documents to the project files.

- Ensure document control by periodically auditing, reviewing, and updating project files to ensure all required documents are in the database for each project and ensure that any missing documents are identified and communicated to the stakeholders for follow-up.
- Supervise and ensure proper database administration activities including project report set-up/preparation.
- Reviews and participates in punch lists and coordinates their satisfactory completion.
- Other duties as may be assigned.

### **EMPLOYMENT STANDARDS**

Ability to plan, organize and manage project records.

Skills in the use of record-keeping and report preparation techniques.

Skills in the use of database management and oversight.

Knowledge of district policies and procedures.

Skills in the use of audio-visual presentation methods and equipment

Demonstrated skills with social and electronic media, using web based communications (ie. Email list servers, streaming video, etc.)

Demonstrated skills of the principles and practices of project management

Knowledge of basic office procedures and practices

Demonstrated skills in oral and written communication.

Interpersonal skills using tact, patience and courtesy.

Skills in the use of operation of a computer and assigned software, including electronic spreadsheet and database utilization.

Knowledge of modern office practices, procedures and equipment.

### **MINIMUM QUALIFICATIONS**

Bachelor of Arts/Science (B.A./B.S.) degree in Communications, Journalism, Marketing, Advertising or related field with three years of communication and/or general administrative experience or an Associates of Arts Degree with five year of direct communications experience. A valid California driver's license.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

1. Seldom = Less than 25%

2. Occasional = 26%-50%

3. Often = 51%-75%

4. Frequent = above 76%

a. Ability to work at a desk, conference table or in meetings of various configurations [4]

b. Ability to stand for extended periods of time [2]

c. Ability to see to read, prepare and proofread documents [4]

d. Ability to hear and understand speech at normal level [4]

e. Ability to communicate so that others will be able to clearly understand normal conversation [4]

- f. Ability to bend and twist, sit, stoop, kneel, push, and pull [2]
- g. Ability to lift 5-20 lbs. [2]
- h. Ability to carry 5-20 lbs. [2]
- i. Ability to operate office equipment [4]
- j. Ability to reach in all directions [4]

### **WORKING ENVIRONMENT**

Job duties are spent indoors in an office environment with moderate noise levels.

Must possess the ability to work near mechanical parts. Required to travel by personal and/or district vehicle to and from District sites and to work at remote District sites as needed to perform work activities.

### **REASONABLE ACCOMODATION**

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

Board Approved: 04/19/2018