



## OFFICE OF HUMAN RESOURCES

Job Information	
<b>Job Title:</b> <i>Planning Assistant III-Communications</i>	<b>Last Revised/Approved:</b> November, 2018
<b>Job Code:</b> 1129	<b>Reports To:</b> <i>Director, Comm &amp; Outreach</i>
<b>Office:</b> <i>Community &amp; School Performance</i>	<b>Department:</b> <i>PA Media/Internal Communications</i>

Compensation Information	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> Non-exempt	<b>Term of Employment:</b> <i>FT</i>

### Position Summary/Purpose:

Provide support to all areas of the Communications Office by implementing procedures and policies, coordinate, monitor and support all departmental projects. Performs duties such as assisting in graphic design, record keeping, coordination of meetings and trainings, obtaining supplies, coordinating production and distribution of departmental documents, and working on special projects. Deals with a diverse group of important internal and external callers and visitors as well as internal contacts at all levels of the organization.

### Essential Functions/ Core Competencies:

- Conduct the initial intake for incoming projects from the department's Project Planner.
- Design and create templates for flyers, postcards, and materials that meet district brand standards. Create event-specific materials such as spreadsheets, charts, tables, reports, surveys, etc. to capture work of the department.
- Type and design general correspondence, memos, charts, tables, graphs, work plans; proofreads department documents for spelling, grammar and layout errors.
- Maintain the district's Marketing Toolkit with updates from appropriate team members.
- Maintain and monitor the department's master SmartSheet of team assignments.
- Arrange meeting facilities and maintain department calendar as well as the District's master calendar.
- Assist department staff in the ordering of promotional items and materials, banners and school posters
- Appropriately prioritize delegated tasks to ensure deadlines are consistently met.
- Takes initiative in staff absence and keeps projects on schedule.
- Research, draft, or abstract reports or other summary data.
- Schedule and organize complex activities such as meetings and training sessions for all members of the department.
- Maintains excellent working relationships with all MPS departments and staff.
- Actively support the MPS Strategic Plan.
- Perform other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- A bachelor's degree in business, communication, marketing or related area required.

### ***Experience Requirements:***

- One or two years of experience working in a fast-paced professional environment, preferably in an educational or public-sector setting.
- Prior experience working with databases, dashboards and customer satisfaction surveys is desired.
- Experience in project management, event planning, and event support.

### ***Knowledge, Skills and Abilities:***

- Effective oral and written communication and presentation skills are essential.
- Skill at organizing resources and establishing priorities.
- Must be self-directed.
- Excellent teamwork skills are essential.
- Accuracy with numbers, dates and spelling are critical.
- A demonstrated ability to work well with external customers, departmental staff, other central office departments and school staff is required.
- Must have excellent planning and organizational skills.
- A strong working knowledge of computer applications to include MS Office, Adobe, Smartsheet and other frequently used software.
- Must be able to manage numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports.

## **Working Environment:**

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job.

## **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 with or without reasonable accommodation.

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic

information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.

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