



**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 9/12/2016

TOPIC: Job Descriptions

PREPARED BY: Jennifer Dyar

Recommended Action on: 9/26/2016

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: Yes

Recommendation/Motion: A motion is in order to approve the job descriptions for Building Manager- Coordinator Special Events and Media Production Specialist.

Background/Rationale: These job descriptions have been updated to more accurately reflect current job responsibilities.

Policy: 01.11 (General Powers and Duties of the Board)

Fiscal Impact: N/A

Attachments(s): Job descriptions

AN EQUAL OPPORTUNITY SCHOOL DISTRICT

Board of Education: Melissa Bacon, Chair • Amanda Ferguson, Vice Chair • Douglas Barnett • Daryl Love • Raymond Daniels

Superintendent Emmanuel Caulk

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Mailing Address: 1126 Russell Cave Rd., Lexington, Kentucky 40505

BUILDING MANAGER – COORDINATOR SPECIAL EVENTS AND PROJECTS

Class Code: 8301

TITLE: BUILDING MANAGER – COORDINATOR SPECIAL EVENTS AND PROJECTS

REPORTS TO: Senior Director of Operations and Support

SUPERVISES: N/A

JOB FUNCTION: To coordinate and manage building affairs at IAKSS to include board meeting preparation, switch board, conference rooms and custodial services and coordinate special projects to include various awards programs.

DUTIES AND RESPONSIBILITIES:

- Assist the Senior Director Operations and Support in managing daily operations of the central office.
- Direct, coordinate and plan essential central services to include but not be limited to reception, switchboard, building maintenance requests and cleaning. Lead IAKSS building emergency management.
- Plan and allocate office space.
- Schedule and organize meeting spaces to include school board meetings and maintain the principal Outlook calendar and other district calendars as assigned.
- Plan and coordinate various District-wide events.
- Work on special projects as assigned.
- Publish communications such as a weekly newsletter for school leaders. As needed, write, edit and create layouts for various publications, information displays, TV scripts, website and Intranet portal.
- Coordinate and lead one or more teams to cover various areas of responsibility
- Maintain confidential information appropriately and exercise good judgment when communicating with the public.
- Perform other duties as assigned.

BUILDING MANAGER – COORDINATOR SPECIAL EVENTS AND PROJECTS

- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Electronic media communications to include computerized text-editing word-processing equipment, television and internet.
- Public school system operations, policies and programs.
- Creative writing and editing skills.
- Organization and planning skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Work flexible hours, including evenings, weekends, or beyond the regularly scheduled work day with little or no advance notice.
- Analyze technical educational material and present it in easy-to-understand formats for general audience.
- Deal tactfully and effectively with FCPS personnel, external organizations and the general public.
- Proficiency in the use of personal computers and desktop publishing.
- Maintain confidential information appropriately and exercise good judgment when communicating to the public.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and time lines.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE

- Bachelor's degree in education, business administration, public administration communications, public relations, journalism or a related field and a minimum of

BUILDING MANAGER – COORDINATOR SPECIAL EVENTS AND PROJECTS

four years of professional experience in business, public administration, non-profit management, communications, public relations, journalism, education or a related field;

LICENSES AND OTHER REQUIREMENTS:

Original Date: 01/1999

Revision Date: 06/2004

Revision Date: 07/2011

Revision Date: 07/2012

Revision Date: 09/2016

MEDIA PRODUCTION SPECIALIST

Class Code: 8301

TITLE: MEDIA PRODUCTION SPECIALIST

REPORTS TO: Printing Department Supervisor

SUPERVISES: N/A

JOB FUNCTION: To conceptualize and design a wide variety of projects using a computer and graphics software. Work in tandem with the printing department to ensure duplication, binding, collation and distribution of printed materials for departments and schools.

DUTIES AND RESPONSIBILITIES:

- Write, edit and create layouts for district publications, information displays, TV scripts and the districts external web site and Intranet; assist in the production of multimedia presentations.
- Write printing specifications and work with commercial printers on jobs that must be done outside the district
- Consult with personnel to determine needs; communicates with personnel to maintain customer satisfaction; works closely with district staff to ensure brand consistency and marketing materials align with district mission;
- Operate a variety of Digital Copier equipment
- Operate a variety of post print finishing equipment
- Maintain integrity of district brand by monitoring district logo usage.
- Work with community partners and schools on development of marketing materials.
- Take photographs for publications.
- Assist in crafting marketing messages when appropriate.
- Monitor the supply of publications and brochures and notify appropriate personnel of needed reprints or revisions.
- Maintain confidential information appropriately and exercise good judgment when communicating with the public.

MEDIA PRODUCTION SPECIALIST

- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Electronic media communications to include computerized text-editing word-processing equipment, television and internet.
- Public school system operations, policies and programs.
- Creative writing and editing skills.
- Organization and planning skills.
- Interpersonal skills using tact, patience and courtesy.
- Various life styles and community groups.

ABILITY TO:

- Work flexible hours, including evenings, weekends, or beyond the regularly scheduled work day with little or no advance notice.
- Analyze technical educational material and present it in easy-to-understand formats for general audience.
- Deal tactfully and effectively with FCPS personnel, external organizations and the general public.
- Proficiency in the use of personal computers and desktop publishing.
- Maintain confidential information appropriately and exercise good judgment when communicating to the public.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and time lines.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

MEDIA PRODUCTION SPECIALIST

EDUCATION AND EXPERIENCE

- Bachelor's degree in communications, public relations, journalism or a related field and a minimum of six years of professional experience in communications, public relations, journalism, education or a related field; including writing and editing a wide variety of public information materials; news media and management experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Original Date: 01/1999

Revision Date: 06/2004

Revision Date: 07/2011

Revision Date: 07/2012

Revision Date: 9/2016