

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE ASSISTANT, MEDIA 62011**

**QUALIFICATIONS:**

- (1) Bachelor's Degree in Journalism.
- (2) Minimum of five (5) years experience in the field.
- (3) Valid Florida Driver's License and safe driving record.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Strong background in Journalism, technical writing, and corporate publications.

**REPORTS TO:**

Executive Director, Information Services

**JOB GOAL**

**Assist the Executive Director of Information Services in developing content for all District and school Print and Electronic Publications.**

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1)\* Prepare or edit organization publications for internal and external audiences.
- (2) Assist Executive Director of Information Services in preparing and coordinating the production of District and School brochures including but not limited to the Putnam County School District Parent Guide, Student Handbooks.
- (3)\* Work with Media Services Staff to develop informational and training media for district and schools.
- (4)\* Coordinate with the District's Web Master to develop relevant and current information for our community and parents.
- (5)\* Provide assistance where appropriate in the area of grant writing.
- (6)\* Provide assistance to school and district personnel in developing content for annual reports.
- (7)\* Assist Executive Director of Information Services in responding to Public Records Requests.
- (8)\* Assist Instructional and the Professional Development teams in the development of training and curriculum content.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8**

**SALARY LOCATOR: Support Personnel Salary 2**

**Job Class 14**

**EEO Line 43**