

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Executive Community	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Director I	FLSA:	Non-Exempt
JOB CLASS CODE:	9716	WORK YEAR:	12 Months
DEPARTMENT:	Superintendent's Office	SALARY:	Salary Schedule A Range 15
REPORTS TO:	Superintendent / Deputy Superintendent	HR APPROVAL:	7-22-16
		REVISION:	

BASIC FUNCTION:

Serves as the primary liaison to the community for the Superintendent/Deputy Superintendent and directs, coordinates, and oversees a variety of administrative and analytical activities of the Office of the Superintendent. Responsible for formulating community outreach procedures, interacting with community based organizations, and directing the activities of the Parent Advisors supporting principal community outreach.

An Executive Community Director is responsible for formulating community outreach procedure, interacting with community based organizations, and directing the activities of the Parent Advisors as community outreach partners. The Executive Community Director performs high-level administrative duties and plans, develops, and coordinates studies related to the community outreach of the Office of the Superintendent.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Serves the Superintendent/Deputy Superintendent by organizing and executing a variety of significant District-wide community outreach issues and concerns. **E**

Directs the development, implementation, and administration of community relations strategies and programs for the District's projects, programs and initiatives. **E**

Identifies key community members and actively seeks their participation in the Community Services projects, programs and initiatives. **E**

Develops and implements training programs and identifies community resources to ensure the Department's policies are implemented successfully and goals are met. **E**

Works with administrators of the District school sites and departments to direct and coordinate communications. **E**

Organizes special events, meeting agendas, and responses to the community issues as directed by the Superintendent/Deputy Superintendent. **E**

Serves in an executive capacity as a liaison between the Superintendent/Deputy Superintendent and the individual sites and department through directing site parent advisors. The goal is to support principals' efforts towards best practices for providing basic personal-security for students' academic achievement and overall well-being. **E**

Represents and acts on behalf of the Superintendent/Deputy Superintendent as directed. **E**

Supports the Superintendent/Deputy Superintendent's goals by providing guidance to senior staff for best practices for community outreach efforts. **E**

Directs and manages administrative operational activities by providing guidance to senior staff for community outreach and student support, based on the Superintendent's plans. **E**

Prepares and contributes to reports, bulletins, presentations, and other various correspondences to inform executive and other appropriate staff on various matters, including student/family relief efforts. **E**

Conducts meetings and make presentations on behalf of the Superintendent/Deputy Superintendent regarding District-wide issues, this may include presentations to the Board of Education. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Performs related duties as assigned. **E**

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from a recognized college or university with a bachelor's degree preferably in public relations, community relations, law, business administration or a closely related field. A graduate degree in one of the aforementioned areas is preferable. Five years of experience in public relations, including community relations and media communications, with at least three of those working within communities in the Sacramento Unified School District geographical area. Management-level experience working with community groups to solve District-wide community outreach and/or organizational problems is highly preferable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Collaborative problem-solving methods.

The ethnic, cultural, and socio-economic diversity of the population served by the District.

The Districts long-term planning goals and objectives.

Provisions of the Federal and State codes pertaining to community outreach and public relations.

Research techniques, including statistical analysis and graphic presentations.

District policies and procedures, goals and objectives, organizations structure and functions.

Principles and practices of public administration including specific management principals and methods as they relate to organization and office management, personnel administration, public relations, and budgetary and fiscal practices.

District oral and written communications standards.

Office practices and procedures, word processing, and spreadsheet software applications.

Effective administrative and managerial practices and the ability to implement the Principles of supervision and office management.

Budget preparation and maintenance.

Microsoft Word, Excel, and Keynote (Power Point).

ABILITY TO:

Present information in clear and concise format.

Speak clearly, concisely, and effectively before a large diverse group.

Work well under pressure of multiple projects, priorities, and short deadlines.

Supervise, train, and evaluate the work of direct reporting personnel.

- Represent the Superintendent/Deputy Superintendent of other executive staff regarding complex and sensitive issues in meetings with senior management, representatives from other agencies, consultants, and members of the community.
- Contribute to strategic planning and establish effective working relationships with other employees, officials of the District and other agencies, and the public.
- Communicate effectively, both orally and in writing.
- Exercise independent judgment and initiative.
- Analyze situation accurately and determine and affective course of action.
- Provide direction and assistance to staff and team members.
- Compose and edit correspondence, report, bulletins, and memorandums.
- Oversee multiple projects and issues while working effectively under pressure.
- Operate and use computers and other office equipment.
- Analyze written materials and oral communications.
- Supervise effectively.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

SPECIAL:

An employee in this class may be subject to the reporting requirements of the District’s Conflict of Interest Code. This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties. May be required to travel and must be able to work flexible hours including evenings and weekends.

HEALTH BENEFITS:

District pays a portion of the employee’s health benefits through District-offered plans.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date