

**COMMUNICATION SPECIALIST II**

**DEFINITION**

Under the direction of the Public Information Officer, the Communication Specialist II performs increasingly complex work and tasks that support IUSD communication goals and priorities. This position helps manage social media sites; provides communications counsel to internal IUSD clients, monitors media and social media; produces and edits written communications; assists with posting, updating and maintaining various webpages and content on the District's website; and provides media relations support.

**Distinguishing Characteristics**

- Communication Specialist II- performs increasingly complex work and tasks that support IUSD communication goals and priorities. This position helps manage social media sites; provides communications counsel to internal IUSD clients, monitors media and social media; produces and edits written communications; assists with posting, updating and maintaining various webpages and content on the District's website; and provides media relations support. Communication Specialist I is an entry-level position that provides social media support; assists with posting, updating and maintaining website content; produces and edits written

- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Demonstrate effective interpersonal skills using tact, patience and courtesy.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.

**EDUCATION/EXPERIENCE**

Any combination equivalent to: College Graduate and Three years of relevant work experience preferred. Bachelor's Degree in journalism, communications, public relations, or political science preferred.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Lifting, carrying, pushing and pulling light objects up to 10 pounds.

**WORK ENVIRONMENT**

Indoor/office environment with the ability to visit IUSD schools and other sites as needed. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.