

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2025
SALARY SCHEDULE #92
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

DIRECTOR - COMMUNITY RELATIONS

DEFINITION

Under general direction, collaborates, coordinates, and facilitates with community partners to ensure cohesive partnerships and positive community awareness of the organization and its footprint in the community.

EXAMPLE OF DUTIES

Coordinate all community relations activities;

facilitate existing relationships and cultivate new contacts within the community;

evaluate opportunities for partnerships within the community in partnership of the organization;

collaborate and build relationships with community leaders to grow awareness;

plans, develops, implements, and organizes events and volunteers to advance the mission and goals of the organization within the community;

coordinates communication and collaboration between community organizations with various divisions in the organization;

collaborate with the Chief of Staff to ensure continuity and cohesiveness regarding organizational identity within the community;

represents the organization and the office of the county superintendent on various community committees, boards, etc.;

performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Strong verbal and written communication skills;

superior interpersonal skills and ability to work extremely well as part of a team;

demonstrated knowledge of working with local, county, and state community partners.

Ability to:

Work well under pressure and manage sensitive or controversial subjects with tact, kindness, and professionalism;

work with a minimum of supervision;

effectively structure, organize, and systemize tasks and activities;

articulate ideas and information effectively to others;

plan and organize work;

demonstrated ability to work with diverse individuals and groups.

Experience:

Minimum of five (5) years of experience working on projects involving community engagement and collaboration, with at least three (3) of those years involving direct oversight and responsibility.

Education:

Bachelors degree from a four-year accredited university;

Masters degree preferred

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP:rn

4/3/2025

G:\Director – Community Relations.docx

Formerly Director I – Community Relations 2024