

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2025
SALARY SCHEDULE: #26
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 8**

PROGRAM COORDINATOR – COMMUNICATIONS

DEFINITION

Under general supervision, responsible for the coordination of office communications using multimedia applications and other technology tools – including but not limited to, concept creation, budget development, project planning and scheduling and supervision of staff.

EXAMPLES OF DUTIES

Responsible for the logistical coordination of web pages housed or controlled by the Office of the Kern County Superintendent of Schools;

supervise and evaluate assigned staff;

responsible for creative management of those pages and other office communications as assigned;

responsible for overall supervision of printing and pre-production;

responsible for assigning projects, tracking projects and monitoring workflow and productivity of assigned staff;

responsible for coordinating with outside clients on home page creation, changes and modifications;

responsible for coordinating with divisions within KCSOS on home page creation, changes and modifications;

responsible for the office style conformance and standards to ensure the communications represent the image, goals and objectives of the Office of the Kern County Superintendent of Schools;

draft correspondence as necessary;

assist in internal-external communications;

serve as liaison with organizations and agencies at local and state levels, as required;

market web pages to potential clients;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Strong communication skills.

Ability to:

Work with multiple individuals and departments;

coordinate work, handle multiple projects simultaneously and give direction and guidance to work areas throughout the office.

Experience:

At least five (5) years of management experience with demonstrated increasing responsibility, demonstrated ability to manage diverse staff or varied talents, strong graphics design background coupled with ability to write and edit text that is clear and concise;

experience in computer-assisted design and knowledge of appropriate software.

Education:

A bachelor's degree in business management, public administration, communications graphics or related field;

strong community links/ affiliation desirable.

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 has a probationary of one year.

CP:rn

4/4/2025

G:\Program Coordinator – Communications.doc

Formerly Coordinator II - Graphics Web Communications 2024