

SPECIAL PROJECTS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This is a highly versatile position performing a wide variety of administrative and program support, public relations and clerical activities in a school district. The incumbent is responsible to provide direct assistance to administrators, education professionals and other higher level employees in almost all aspects of the development, planning, implementation and evaluation of special projects, programs and district services. This may include the development of new programs and services or the review and change of existing programs and services. The incumbent will also participate in public relations activities for the district, including arranging public meetings and preparing district publications, news releases and other items meant to achieve educational, informational and promotional purposes. Work is performed under general supervision, while some leeway is usually permitted to encourage and promote the initiative and creativity of the incumbent. Supervision of others is not a typical requirement of this position.

TYPICAL WORK ACTIVITIES:

1. Assists an administrator or other higher level employee in almost all aspects of the planning, implementation and evaluation of special projects and programs;
2. Researches and compiles information from a variety of sources as input or background for special projects and programs;
3. Organizes information, including preparing lists, charts, tables and short narrative summaries;
4. Arranges meetings, workshops and other special events for staff, the public and others involved in special projects and programs;
5. Maintains files and records, and may coordinate follow-up procedures, to ensure activities and tasks related to projects and programs are performed on schedule;
6. Participates in compiling, reviewing, and may edit, articles and other materials submitted for district publications, news releases and other items;
7. Assists in, and may independently perform, the set-up and layout of final copy for publications; proofing for quality and correctness;
8. Uses photographs, clip-art and other illustrative materials for graphics in publications;
9. Compiles information, performs research and may conduct interviews to write articles on own or as background for other articles;
10. Assists in arranging for and/or coordinating bulk mailings of district publications and other materials;
11. Operates typewriter and/or word processing equipment to type correspondence, reports and other materials, and to prepare text for publications;
12. Performs varied clerical activities, including taking notes at meetings and preparing summaries, maintaining files, answering telephones and scheduling appointments;
13. Maintains confidentiality of materials related to special projects, programs, district services and publications;
14. Does related work as required.

SPECIAL PROJECTS ASSISTANT (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and techniques; good knowledge of English grammar, punctuation and usage; ability to communicate effectively, both orally and in writing; ability to organize materials and work; ability to handle administrative details; ability to learn the techniques of preparing articles and materials for publication; ability to learn basic graphics techniques for the set-up and layout of publications and other printed materials; ability to maintain the confidentiality of the information and materials handled; ability to type at not less than 35 words per minute; ability to operate a computer terminal or a personal computer, with word processing and/or typesetting features; creativity; initiative; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Completion of two years of study (30 credits equals one year) at a regionally accredited or New York State registered college or university or business school;
- OR: (B) Two years of clerical or administrative work experience;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT:

Candidates must indicate ability to type, i.e. courses in typing or typing work experience.

CL4410

ADOPTED: 07/31/87

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