

Position: PIO Assistant	Salary Grade: 15
Department: PIO	FLSA: Non-exempt

Summary

Provide administrative support and assistance to the Director of Public Information (PIO), the PIO office and the Barstow College Foundation. Perform high level clerical functions. Perform a variety of highly specialized projects including but not limited to transcription of documents in established formats, organization and coordination of College events, and photography of all College events and staff.

Essential Duties and Responsibilities

- Answers a multi-line telephone and serves as the PIO's first point of contact for staff, students, and the public. Answers inquiries, makes appointments and provides information concerning standards, procedures and programs. Establishes and maintains a positive image of the department to staff, students, and the public.
- Performs clerical and typing work related to the offices to which assigned. Maintains confidentiality of information processed or received during the course of performing assigned duties.
- Establishes and maintains files independently. Distributes, monitors, and receives documents for filing.
- Maintains and coordinates photography database of all staff/faculty, College events, and Athletics.
- Coordinates photography and marketing of all College events, to include photo editing and marketing designs.
- Assists in creation of social media marketing graphics and contents. Monitor insights and responses for reporting purposes.
- Assists in supporting communications through the BCC application (app) and continued development of the BCC app.
- Posts alphanumeric information to records, making arithmetical computations and securing information from clearly indicative sources. Maintains files (electronic and hard copy) of scholarship donations, and endowment funds. May collect and record individual donor intent and objectives for donations and/or endowments.
- Assists in organizing, modifying and updating existing content on the BCC and BCF websites using various website content management systems including Wordpress/Drupal.

- Provides information and assistance related to department or program services, requirements and operations. Partners closely with the Public Information Officer to support the Barstow College Foundation (BCF), maintaining the active records of donors and supporters of the Barstow College Foundation.
 - Collaborates with the Foundation Executive Director and Public Information Officer on the marketing, communication, and execution of BCF fundraising events. Independently maintains records of BCF events, donors, and spreadsheets.
 - Works jointly with the Public Information Officer and Barstow College Foundation Executive Director to create communication and maintain documentation of President's Circle membership. Prepares and organizes all correspondence from Barstow Community College and Barstow College Foundation to President's Circle members.
 - Composes routine correspondence such as, but not limited to acknowledgement letters to donors and the maintenance of files thereof on behalf of the BCC Foundation. Prepares reports, documents, forms and other related materials.
 - Attends monthly Barstow College Foundation Board meetings as the recording secretary. Prepares monthly meeting agendas and minutes prior to each meeting.
 - Attends monthly All College meetings as the recording secretary. Prepares monthly meeting agendas and minutes prior to each meeting.
- Reviews, edits, and proofs correspondence, reports, documents, and records for accuracy, completeness, and conformance to applicable rules and regulations.
- Arranges and schedules meetings and appointments. May make travel arrangements as instructed.
 - Coordinates and organizes events for the Foundation, manages incoming and outgoing information. Oversees donor and vendor profiles within event and beyond for mailings.
 - Organizes and manages the College wide events calendar.
 - Maintains up-to-date release forms for all modeling and live stream requests and usage.
- Receives, processes, packages and distributes completed orders. Maintains cleanliness and organization of the Public Information Department. Maintains a supply of materials inventory. Requests materials and supplies from internal sources.
 - Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires working knowledge of modern office practices, procedures and equipment including receptionist and telephone techniques and etiquette. Requires a working knowledge of computer-aided word processing software. Requires knowledge and understanding of the principles and procedures of alphanumeric record keeping. Must understand mathematics sufficient to perform columnar calculations, decimals, fractions, etc. Requires sufficient English language skills to compose correspondence and review documents for grammar, spelling and punctuation. Must have sufficient communication skills to greet and work cooperatively with customers. Requires use of photography equipment and knowledge of photo editing software. Requires knowledge of social media platforms, how to use, and understanding of social media insights. Some graphic design skills required.

▪ **Abilities**

Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Must be able to learn and understand the policies, procedures, and work routines of the department. Requires the ability to operate standard office machines and equipment, including personal computer keyboards, switchboards, copiers, calculators, printers, etc. Must be able to organize and maintain records. Requires the ability to plan, organize, and complete work to meet established deadlines. Requires the ability to communicate with peers and other staff, students, and the public in a manner reflecting positively on the department and College. May require the ability to perform work assignments at all College locations.

▪ **Physical Abilities**

Requires sufficient hand/eye coordination and manual dexterity to use a personal computer keyboard at 40 wpm from clear copy. Requires sufficient visual acuity to read printed material. Requires speech and hearing ability to carry on conversations in person and over the phone. Requires the ability to reach and pull materials from files and shelves.

▪ **Education and Experience**

The position requires a high school diploma plus a minimum of two-years post-secondary coursework area and four years of progressively responsible experience. Additional experience may substitute for education.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist. Some outdoor events may be required.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: November 16, 2022