

## **FIRE PUBLIC EDUCATION SPECIALIST**

### **MAJOR FUNCTION**

This is an administrative position whose duties include developing, implementing, planning, coordinating and conducting fire safety and injury prevention programs for private and public schools, commercial businesses and industrial occupancies, individual residents, condominiums, apartment buildings and community groups within Marion County on topics such as fire and injury prevention education, emergency medical services, home safety and public relations. Reports to Public Information Officer.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, equalize peak work periods or otherwise balance the work load.

- Plans and develops countywide public education programs for such topics as home safety, public safety and other public awareness or relations areas. Instructs public and private teachers as well as firefighters or other fire-rescue personnel in the implementation of such programs.
- Schedules work hours to accommodate client needs i.e. programs and presentations may need to be scheduled in the evenings and weekends.
- Compiles information for, designs and develops necessary audio-visual materials such as slides, photos, audio and videotapes, pamphlets and brochures to be utilized in presenting programs.
- Conducts and/or coordinates tours of the fire stations and assists in seminars, conferences, ceremonies and other special events sponsored by the department.
- Contacts citizens, merchant groups and media outlets to promote and provide fire safety and injury prevention education programs.
- Researches and prepares reports, records and other documentation to coordinate and manage public education programs.
- Works with fire-rescue personnel in the coordination and delivery of Public Education programs.
- May train other personnel in public education programs.
- Operates a variety of equipment such as TV Monitor, VCR slide projector, vehicle, telephone, copy machine, fax, computer, printer and any other equipment necessary to assist in a presentation or program.
- Interacts and communicates with various groups and individuals such as fire department supervisors and personnel, county employees, teachers, community organizations, homeowners' association officials, merchants, vendors and citizens.

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- May perform work under the direction of the county Public Information Manager, who is responsible for overall countywide information dissemination.

### **SECONDARY FUNCTIONS**

- Function as back-up Public Information Officer on a rotating schedule which includes fielding media inquires, writing/disseminating press releases and responding to fire-rescue scenes per the Public Information Officer handbook.
- Performs other related duties as required.

### **CUSTOMER SERVICE**

This is a front-line position providing excellent customer service to members of the general public and other county employees. Personal contact occurs with other employees of the unit, employees of other departments and governmental agencies in the county as well as citizens. Service is provided in person, by phone contact, e-mail or other written or verbal correspondence.

### **SUPERVISION**

May be designated as a lead worker over one or more employees. Provides continual work guidance, review of work product and resolution of work problems. May provide some input regarding job performance.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience.**

Bachelor's degree from an accredited college or university with a major in public relations, mass communication, secondary education, radio/television, public administration, business, or a closely related field and five years of responsible public relations experience in state, county, city government or similar large-scale organization. Experience in a comparable local government public information or education position is desirable. A comparable amount of training and/or experience may be substituted for the minimum qualifications. Strong oral and written communication and computer skills are a must. Public relations and teaching experience is desirable.

#### **Licenses.**

Must possess a valid state of Florida Driver License. EVOC may be required before operating any county owned vehicles.

#### **Certifications.**

Fire and Life Safety Educator I. Public Information Officer.

### **JOB SKILLS.**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills and abilities required.

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### **Language skills.**

- Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups and/or boards.

### **Mathematical skills.**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Ability to apply concepts of basic algebra and geometry.

### **Problem Solving Abilities.**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Interprets complex and detailed technical data. May participate in development of policy, programs, plans or procedures.
- Study manual work process to determine most effective methods as essential tasks.

### **Specialized Skills and Abilities.**

- Knowledge of the theory, principles and practices of public administration.
- Knowledge of government organization and administration and of the legal basis of government.
- Knowledge of research techniques, methods and practices. Ability to conduct research, analyze and interpret findings and to prepare clear and concise reports.
- Ability to speak clearly and effectively in public. Ability to deal courteously and tactfully with members of the public and coworkers. Ability to establish and maintain effective relationships with government officials, employees, citizens and members of the media.
- Ability to plan, organize and meet multiple deadlines. Must be flexible to work on diversified projects at a fast pace.

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- Ability to use various computer software programs to compile information and obtain statistical data.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment.**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, fire extinguisher and other general office equipment as well as drive an automobile in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will regularly be required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk or hear and lift up to 50 pounds and will occasionally be required to lift up to 100 pounds. Special vision requirements are close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to outdoor weather conditions. The typical noise level for this job is moderate.

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