

FIRE PUBLIC EDUCATION COORDINATOR  
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties to educate the general public in fire prevention and injury reduction techniques; and to provide staff support to Fire management staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, coordinate and present educational and informative fire and life safety programs and special related programs for the public and City staff.

Develop, implement, conduct and evaluate public education programs; identify the learning objectives, training methods, materials and presentation requirements to meet/respond to community needs and events to include Fire Prevention Week, National Night Out, camps, youth and preschool programs and special events.

Support the Emergency Preparedness Program by delivering appropriate training and assistance to businesses and facilities relative to emergency preparedness practices.

Prepare and develop fire and life safety handouts and contribute to the Department and City newsletters.

Serves as a Fire Department representative with local residents, governmental agencies, community groups, private businesses, and others concerning questions, concerns, and activities related to fire and life safety education.

Prepare a variety of reports and records to determine community needs and program effectiveness.

Answer questions and provide information to the public; investigate complaints related to program areas of assignment and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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Marketing and promotional methods and techniques.

Methods and techniques of filing and record keeping.

Principles and practices of data collection and report preparation.

English usage, grammar, punctuation and spelling.

Modern office equipment, including personal computer programs for word processing, spreadsheet, database, desktop, audio/visual presentation, design and communications.

Effective presentation methods.

Basic budget preparation and monitoring.

Ability to:

Perform independently a variety of community fire education activities.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and intermittently set up booths, hang banners, move tables, chairs and carry supplies; lift or carry weight of 45 pounds or less.

Communicate effectively in meetings and group discussions.

Understand and carry out written and oral directions.

Communicate tactfully with customers.

Establish rapport with officials of other agencies, news media, fire agencies, the general public and special interest groups.

Write and edit training and educational material, handouts, and lesson plans; prepare visual training aids; prepare and edit clear and complete reports.

Interpret and present public education materials including the use of public education props.

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Effectively present fire and life safety plans and needs to management, local city, and county agencies/departments, other fire departments, and the public to gain their support and cooperation.

Learn City organization, services, and programs.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Interpret and explain pertinent department and City policies and procedures.

Use personal computer applications such as word processing, spreadsheet, and databases.

Prepare a variety of reports and maintain accurate records and files.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible public relations, recreation, or education experience. Experience in a fire suppression or prevention environment is desirable.

AND

Training:

Equivalent to the completion of the twelfth (12) grade.

License or Certificate:

Possession of a valid California driver's license by date of appointment.

Possession of certification as a National Highway Safety Administration (NHTSA) Child Passenger Safety Technician within 12 months of date of appointment.

08-08-16

07-26-14

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