

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Public Education Specialist	BAND/LEVEL:	Prof II
DEPARTMENT:	Fire Department	JOB NO:	2870
DIVISION:	Fire Training	DATE:	3/25/12
REPORTS TO:	Training Chief	FLSA STATUS:	NE
FULL-TIME:xxx _____	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 285

REPLACES: Public Education Specialist

DATE: 3/28/10

JOB SUMMARY STATEMENT:

Performs specialized work in developing, conducting, coordinating, and presenting safety education programs for the public regarding life and home safety. Supervises personnel that have been assigned to him/her for the purpose of completing work related tasks and assignments.

DUTIES AND RESPONSIBILITIES:

1. Develops, plans, and presents public education programs regarding safety for all age groups. Instructs public and private teachers in the implementation of safety programs.
2. Acquires and/or develops necessary audio-visual materials such as PowerPoint presentations, DVD's, pamphlets and brochures to be utilized in presenting safety programs.
3. Performs analysis of injury related data from national, state and local sources to determine needs for specialized injury prevention programs.
4. Researches and prepares reports, records and other documentation as required to coordinate and administrate public education programs.
5. Trains and supervises personnel in carrying out an effective life safety education program.
6. Coordinates the scheduling of public education programs delivered by the Overland Park Fire Department.
7. Develops and administrates special programs and projects as assigned by the Training Chief.
8. Works with the Overland Park Fire Department Media Manager to meet the needs and requests of the local media regarding public education.
9. Performs advisory duties for the Youth Firesetter Intervention Program.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor of Arts/Science from an accredited college or university with major course work in Education, or an equivalent level of education and experience. Must possess a valid driver's license and maintain an insurable driving record.

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EXPERIENCE:

Three years experience in public relations and public information required. Experience in classroom instruction and curriculum development is preferred.

SKILLS:

1. Highly developed oral and written communication skills.
2. Good listening skills
3. Ability to give presentations to adults as well as children
4. Ability to utilize computer design and publishing software
5. Ability to design quality brochures, signs and other promotional materials
6. Effective public relations skills
7. Ability to relate to teachers and other organizations
8. Mechanical aptitude
9. Tact and diplomacy
10. Good PC skills
11. Ability to supervise and train others
12. Good organizational and time management skills

MENTAL REQUIREMENTS:

1. Knowledge of techniques and procedures of research, analysis and presentation of data.
2. Knowledge of public information practices.
3. Knowledge of fire service procedures.
4. Ability to plan, develop and implement public education programs.
5. Ability to organize and supervise activities for a large size group.
6. Ability to follow and apply general instructions in accordance with established policies.
7. Ability to prepare and maintain accurate records and reports.
8. Ability to maintain an effective working relationship with fellow employees, the public, representatives of other agencies and the news media.

PHYSICAL REQUIREMENTS:

1. Ability to operate various office equipment, such as personal computers, telephones, faxes and copy machi
2. Ability to speak to an individual or a group for an extended period of time
3. Ability to sit, talk, and hear.
4. Ability to walk, use hand and finger motions, handle or feel objects, tools or controls and reach with hands and arms.
5. Ability to lift and/or move objects up to 50lbs.
6. Ability to work in extreme environmental conditions
7. Exposure to noisy conditions
8. Ability to make and receive phone calls
9. Ability to operate a city vehicle.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.