

# Drexel Heights Fire District

## Job Description

**Job Title:** Public Education Specialist  
**Department:** Community Risk Reduction  
**FLSA:** Not Exempt

**Position Code:** 650  
**Step Range:** 31-45  
**Date:** October 1, 2023

### General Description

Under the indirect supervision of the Director, Community Risk Reduction, the Public Education Specialist shall create, coordinate and present public education programs, and develop and disseminate public information for Drexel Heights & Green Valley Fire Districts. This is a full-time, ASRS, year-round position.

### Supervision Received:

Works under the indirect supervision of the Director, Community Risk Reduction or his designee.

### Supervision Exercised:

Indirectly supervises Deployment personnel who may assist with presentations and programs.

### Essential Duties and Responsibilities

1. Adhere to and utilizes District Policies and Guidelines.
2. Develop public education and Community Risk Reduction programs and coordinate the delivery of the programs, including current events.
3. Deliver public education and Community Risk Reduction programs and presentations as needed.
4. Disseminate information designed to keep the public informed of district activities and events including back up social media posts.
5. Prepare and distribute fact sheets, news releases, photographs, flyers and other information to media representatives and/or other persons for purposes of publicizing District activities.
6. Coordinate with the Deployment Chiefs for the participation of operations personnel and apparatus in public education programs.
7. Apply for and manage grants received under the Community Development Block Grant program or other similar related programs for public education and information related programs in the District.
8. Maintains listing of other organizations in the District and routinely attends meeting or events representing the District.
9. Maintain all records, reports and files in the public education/information area.
10. Perform other duties as required by the Director, Community Risk Reduction.

### Knowledge, Skills and Abilities

1. Ability to think logically and quickly during an emergency.

2. Ability to listen to and apply information and instructions.
3. Ability to read and comprehend technically written materials and manuals.
4. Understanding of media and journalistic styles and issues.
5. Requires good judgment and use of discretion.
6. Ability to make decisions consistent with District policy and guidelines.
7. Good social skills and the ability to be courteous even under adverse conditions.
8. Ability to write legibly, speak distinctly and have good hearing.
9. Requires confidentiality and ability to remain calm under stress.
10. Ability to build teams.
11. Ability to maintain and uphold high ethical standards.
12. Ability to work independently with strong organizational skills.

### **Minimum Education, Training and Experience Requirements**

1. Bachelors Degree in education, marketing, business, management or related field.
2. Must possess or be able to possess a valid Arizona Driver's License.
3. No felony convictions or disqualifying criminal histories within the past ten (10) years.

### **Preferred Education, Training and Experience**

1. Masters Degree in marketing, education, business, management or related field.
2. Teaching Certificate in the State of Arizona
3. Ability to communicate in both English and Spanish.

### **Tools, Equipment and Work Aides Used**

Telephones (including the use of ear pieces), radios, computer, typewriter, copier, fax machine, other typical office equipment, calculator, digital camera, video cameras and other media devices.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk and/or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel; crouch; or crawl; taste and smell.

The employee may frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision required by this job includes close vision, distance vision, color vision, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms. There is significant office work conducted by this position.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

### **Selection Guidelines**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; drug screen; final selection and completion of a pre-employment medical exam. The Fire Chief makes appointment.

### **Miscellaneous**

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: /s/ *Douglas Chappell* Effective Date: October 1, 2023