

Title: Public Education Officer
PG: 51
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Fire

Class Code: 2113
Date: 03/09

GENERAL DESCRIPTION OF CLASS:

This is responsible supervisory work in the area of public education and communications for the fire department. Work requires the ability to develop and administer fire safety programs and public awareness programs to all factions of the citizens served by the fire department. Employee is expected to function with a high degree of independence in the conduct of ordinary department responsibilities and duties as assigned by the Fire Chief. General direction and guidance is provided through the Fire Marshal.

ESSENTIAL FUNCTIONS:

1. Creates and presents fire safety programs to various groups and organizations occasionally utilizing and supervising additional suppression personnel on temporary assignment.
2. Supervises employees in the Public Education Section.
3. Writes speeches, creates presentations and coordinates various audiovisual productions.
4. Writes news releases and serves as Public Information Officer to the media.
5. Prepares and monitors budget assigned for public education program.
6. Raises funds to increase public education funding and equipment inventory as approved by the Fire Chief.
7. Coordinates fire and public education programs with other departments and agencies both in and out of the city.
8. Directs special events and activities as assigned.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of the English language including punctuation, spelling and grammar.
2. Thorough knowledge of education principles, methods and practices.
3. Knowledge of photographic and audiovisual equipment.
4. Knowledge of fire causes and preventive measures, and familiarity with all aspects of the fire department is desirable.
5. Ability to communicate effectively both verbally and in writing.
6. Ability to conduct public meetings and classes to present programs in a clear and concise manner.
7. Ability to climb stairs, crawl on hands and knees and lift up to seventy-five (75) pounds.
8. Ability to supervise subordinates in all phases of public education and fire department special activities.
9. Ability to establish and maintain effective working relationships with diverse socioeconomic groups, civic groups and organizations, co-workers and the general public.
10. Ability to communicate with children of all age groups as well as adults.
11. Ability to draw is a desirable skill.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job could risk significant exposure to environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in education, public relations, communications or related fields.
2. Two (2) years of experience in administering a training program or as a classroom teacher is necessary.
3. Must acquire Fire and Life Safety Educator State Certification within 2 years.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must live within Lakeland Electric Service territory within one (1) year from date of employment.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.