

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

PUBLIC EDUCATION SPECIALIST (Part-time)

Revision # **Date:** January 4, 2006 **Approved By:**

Reports to: Division Chief of Fire and Life Safety

Supervisory Position: No **PFA:** No **Safety:** No **FLSA Exempt:** No

General Position Description

Under general supervision, the Public Education Specialist plans and develops fire and public safety education programs; and presents the programs to various groups within the community.

Principle Duties and Responsibilities

- Develops and delivers a variety of safety related educational presentations for various and diverse audiences.
- Designs and develops exhibits.
- Schedules programs with public schools organizations.
- Encourages fire safety as part of the school curriculum, and provides references and teaching aids.
- Conducts statistical analyses and recommends prevention programs to target recurring causes and groups of individuals.
- Writes public education related news items and press releases; and maintains liaison with newspapers and radio.
- Develops and delivers fire and life safety public service announcements for various media forms.
- Prepares and presents reports and proposals. May prepare information for grant proposals and assist in monitoring funds received.
- Performs a variety of related administrative projects and assignments

Minimum Qualifications

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As established in District Personnel Policy P-5.

Description of Duties, Abilities and Work Environment

Reference: Description of Duties, Abilities and Work Environment for Non-Safety Personnel Category I.