

# APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

## PUBLIC EDUCATION SPECIALIST (Part-time)

**Revision #**

**Date:** January 4, 2006

**Approved By:** *Signature on File*

---

**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**

As established in District Personnel Policy P-5.

**APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION  
PUBLIC EDUCATION SPECIALIST  
(Part-Time)**

**Revision #**

**Date:** January 4, 2006

**Approved By:**

---

**Description of Duties, Abilities and Work Environment**

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