

CLARK COUNTY FIRE DISTRICT 6
PUBLIC EDUCATION COORDINATOR - PUBLIC INFORMATION OFFICER
JOB DESCRIPTION

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1.0 NATURE AND PURPOSE OF WORK:

- 1.1 This position is responsible for coordinating and participating in Public Information, Community Relations, Public Education, Marketing and Media Relations programs.
- 1.2 The position serves as the Public Information Officer (PIO) and spokesperson for the District at emergency scenes working within the Incident Command System and for department-sponsored events and interactions with other groups or agencies.
- 1.3 Other responsibilities include coordination of related training and evaluation of individual programs. This is a confidential management position and is excluded from the bargaining unit.
- 1.4 The position will normally be expected to work a forty (40) hour work week during normal District office hours. However, the Public Education Coordinator/PIO may be required to perform required duties outside of normal hours (at the straight-time hourly rate), therefore some flexibility in scheduling exits in order to properly perform the job duties assigned to the position.
- 1.5 The Public Education Coordinator/PIO may be required to work overtime occasionally and must receive prior approval from the Fire Chief or their designee. It is the policy of the District to provide overtime compensation at the rate of one and one-half hours for every hour of overtime worked. This may be taken in compensation or compensatory time off subject to District policy.
- 1.6 Responsible for accurate documenting, reporting, evaluation and analysis of all related activities.

2.0 SUPERVISION

- 2.1 Supervision Received
Works under the general administrative direction and supervision of the Fire Chief, who evaluates work for conformance to departmental policy and effectiveness in meeting the mission of the District.
- 2.2 Supervision Given
May supervise the activities of personnel at public education/public relations events.

3.0 **PRINCIPLE DUTIES:**

- 3.1 Responsible for coordination and oversight of public information/education and community relations programs and other activities as assigned.
- 3.2 Respond as necessary to emergency scenes to fill the Public Information Officer (PIO) role within the Incident Command System; liaison with media representatives providing information for release.
- 3.3 Respond to inquiries and provide resources to the community.
- 3.4 Develop and maintain cooperative working relationships with agencies, schools and organizations in the community.
- 3.5 Ensures that all applicable equipment and supplies are readily available, safe and in useful condition
- 3.6 Responsible for accurate documenting, reporting, evaluation and analysis of all related activities.
- 3.7 Responsible for providing coaching and teaching to personnel assigned to assist in the delivery of educational, safety and other service activities.
- 3.8 Attends meetings on a regular basis or as requested, to include staff meetings, or others, as necessary, to provide coordinated service delivery.
- 3.9 Attend conferences, seminars and training sessions to upgrade job knowledge, management and communication skills.
- 3.10 Assist in preparation of annual recommended operating budget for assigned areas and controls and monitors expenses within that budget
- 3.11 May be accountable for ensuring that specific procedures and equipment meet changing Departmental needs.
- 3.12 Prepares regular or special reports on a wide variety of Departmental related functions.
- 3.13 Keeps necessary records as may be required by District and other agencies.
- 3.14 Clark County Fire District 6 exists to serve and protect our community. All employees and members of the District, while serving in an on-duty capacity in a District-owned vehicle, are expected to render assistance should they come upon an emergency or non-emergency incident. The employee shall keep their personal safety in mind and any assistance provided shall be only to the extent of their knowledge and training. Should any scene appear to be unsafe, or become so, employee shall remove themselves from the environment.
- 3.15 Performs other duties of a similar nature or level.

4.0 **QUALIFICATIONS**

4.1 **EDUCATION AND EXPERIENCE** (position requirements at entry):

- A high-school diploma is required.
- Experience in provision of educational information (instruction) to children and adults through small and large group presentations.
- An Associates or Bachelors college degree in education, business administration, marketing, communications or broadcasting or other closely related field is preferred.

4.2 **LICENSES AND CERTIFICATIONS:**

- Possess and maintain a valid state-issued Driver License.
- CPR and basic first-aid certification preferred. Must be CPR and basic first-aid certified within 12 months of employment.

4.3 **KNOWLEDGE, SKILLS AND ABILITIES**

At entry the employee shall have the following knowledge, skills and abilities:

- Customer service principles and practices;
- Public speaking
- Records maintenance techniques;
- Prioritizing work
- Using a computer and applicable business and other software applications
- Must work in a confidential relationship with chief officers and must carry out the prescribed duties in a manner that secures and retains the respect of fellow employees
- Providing customer service;
- Handling multiple tasks simultaneously;
- Management skills, including problem solving, decision making, planning, organizing, adaptability, flexibility, stress tolerance, conflict resolution, motivational techniques, time management and public relations.
- Communication skills and the ability to work with a diversity of people
- Excellent writing and public speaking skills sufficient to exchange or convey information and to receive work direction.

5.0 **WORKING CONDITIONS**

5.1 Incumbent works in a standard office environment the majority of the time.

6.0 **PHYSICAL REQUIREMENTS**

6.1 Positions in this class typically require: typing, fingering, grasping, walking, talking, hearing, seeing and repetitive motions.

6.2 The position exerts up to 15 pounds of force occasionally, and a negligible amount frequently. This position involves sedentary work, sitting much of the time.

NOTE:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.