

Clark County Fire District 6 Recruitment Announcement

PUBLIC EDUCATION COORDINATOR/PUBLIC INFORMATION OFFICER

Opens: December 22, 2015

Closes: January 22, 2016

Starting Monthly Salary: \$4,624 - \$6,041

PURPOSE

To create a list of individuals for an eligibility roster for the position of Public Education Coordinator/Public Information Officer.

NATURE OF WORK

This position shall perform public safety education, public information and related activities in a dynamic, competent and independent manner. This position is classified as non-combatant, uniformed, staff position and is considered to be confidential in nature. Due to the general nature and high visibility of this position, the Public Education Coordinator/PIO must present a professional image to the community and other agencies.

DUTIES & RESPONSIBILITIES

Duties (to include, but not limited to):

- Responsible for all aspects of public safety education programs including marketing, implementation and promotion of related programs.
- Develops, promotes and independently delivers public safety education programs and presentations to citizens, organizations, businesses, professionals and schools.
- Assigned as Public Information Officer for the District and to serve as spokesperson as needed.
- Develop accurate relevant, information materials for public safety issues.
- Create and manage an awareness and marketing campaign.

- Writes, develops and publishes the District's Newsletter and coordinates its distribution at least 4 times each year.
- Coordinates and attends public events to actively promote fire safety, injury prevention and the District.
- Develops and designs the District's web site, Facebook page and updates them on a continuous and seasonal basis.
- Assist in developing and monitoring the public safety education budget.
- Attend on-going training opportunities as required.

MINIMUM QUALIFICATIONS (Required)

- Experience in provision of educational instruction ranging from children to elderly in small and large group settings.
- Excellent verbal and written English language communication skills.
- Excellent people skills & confident public speaking abilities.
- Ability to obtain and maintain certifications as required by the District or higher authority.
- Experience in teaching, instructing or lecturing.
- Excellent time management skills.
- Must have excellent working knowledge of computers including programs used to develop and produce marketing, advertisement and educational materials as well as web page design.
- Able to work independently to advance the goals of the District at varied times and locations without assistance.

QUALIFICATIONS (Preferred)

- Basic 1st Aid/CPR (required in 1 Year)
- Multilingual communication skills.
- Fire suppression background or fire service experience.
- NFPA Standard 1035 (Public Fire and Life Safety Educator) and/or WA State IFSAC certification.
- Marketing/Public Relations, Business, Education degree, ore related fields.

BENEFITS

- Washington State PERS retirement.
- Medical & Dental coverage
- Paid Vacation, Sick and Holiday leave.
- Deferred Compensation Plan
- HRA VEBA Participation.

HIRING PROCEDURE

Application and Resume packets will be reviewed by a Fire Department panel to determine the top 10 candidates.

The top 10 candidates will be participating in an assessment center with the top 3 finalists continuing on with the Chief's interview. Finalist and an alternate required to undergo a psychological evaluation. The successful applicant will have a background investigation and medical evaluation conducted. Failure to pass any of the evaluations will result in removal from the process.

TO APPLY

Applications available at Clark County Fire District 6 Headquarters, 8800 NE Hazel Dell Avenue, Vancouver, WA 98665 or on website at www.ccf6.org

Completed applications must be returned and received by Clark County Fire District 6 no later than 5:00 p.m., January 22, 2016.

WHAT TO SUBMIT

Applicants must submit the following:

1. A completed Clark County Fire District 6 application form.
2. Verification of degree from an accredited college or university. (Photocopy of diploma).
3. A resume of education and experience.
4. A self-addressed, stamped envelope.

Any individual with a disability who satisfies the requisite skill, experience, education and other job related requirements of the position will be considered based on the other stated requirements. Reasonable accommodations will be offered for any physical or mental limitations of qualified individuals with a disability which are made known to the Fire District and which do not cause an undue hardship on the operation of the Department.

This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

