

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB282 Public Education Program Manager
POSITION #/TITLE: 0273 Public Education Program Manager	Adopted: 11-08
	Revised: 08-10

POSITION DESCRIPTION

Dept: Fire	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11
Reports To Position #/Job Code #/JC Title: 1046/NB326/Fire Marshal	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Skillcheck (Standard & Advanced Word, Standard & Advanced Excel)
Personal Protective Equipment: None	

General Statement of Duties

Plans, develops, evaluates and administers the development and delivery of the community outreach and public education programs. Teaches fire safety and Public Education to the citizens of Cedar Rapids. Performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Provides work direction to personnel assigned to the Public Education Division.

Examples of Essential Work (Illustrative Only)

Plans, develops, supervises and evaluates the administrative and program processes and functions for public education programs and activities;

Plans, assigns and schedules the work of the fire department public education staff;

Plans, prepares, and monitors budgetary activities for the fire department public education activities;

Plans, develops, manages and monitors the development and implementation of public education projects;

Reviews, analyzes and manages administrative program data and maintains records for public education programs;

Plans and develops educational materials and programs for presentation to the general public, school groups and civic organizations, including junior firefighter program;

Seeks opportunities to teach fire safety;

Contacts schools and organizations to promote availability of fire education programs and schedules presentations;

Presents fire safety education information;

Explains basic fire science principles;

Teaches fire safety including displaying and/or demonstrating various techniques;

Develops and coordinates the educational presentation for week-long fire and life safety camp for area children;

Operates, lifts and moves audio-visual equipment and other educational aids;

Orders, catalogs and maintains a fire safety education library and equipment inventory;

Review films, reading material and hand-outs;

Recommends and arranges for loan materials to public groups;

Plans, prepares and monitors the Child Safety Seat installation inspections;

Based on staff discussion and direction, organizes and coordinates annual fire safety seminar;
Arranges for speakers, reserves meeting rooms and organizes activities;
Prepares program agenda and related materials; contacts participants;
Consults with fire prevention bureau staff to maintain knowledge of current fire safety practices and to be aware of fire safety topics to develop for public education;
Assists businesses and industry with fire emergency evacuation planning, including preparing company for means of egress, central meeting location, and accountability systems;
Participates with the Fire Chief and Assistant Chief in hiring decisions;
Coordinates child safety seat inspections;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Attends meetings, conferences and workshop as directed;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of public education principles, practices, and techniques;
Thorough knowledge of basic fire behavior;
Thorough knowledge of fire safety principles and practices;
Thorough knowledge of teaching methods and techniques;
Skill in demonstrating necessary fire fighting equipment;
Skill in public speaking;
Skill in organizing public education materials for effective access and presentation;
Ability to plan, organize and manage public education projects;
Ability to train, assign, motivate, supervise and evaluate the work of others;
Ability to develop and promote fire safety education programs;
Ability to work independently;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in education preferred; and
Considerable experience in public speaking, community relations, and teaching or instructing; and
Knowledge of or experience in Fire Department functions within the community preferred; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License;
Residency Requirements;
Child Safety Seat certification preferred.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity which permits the employee to operate equipment;
Sufficient personal mobility which permits the employee to operate equipment.