

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: TH201 Public Education Assistant
POSITION #/TITLE: 2356 Public Education Assistant	Adopted: 10-08
	Revised: 06-14

POSITION DESCRIPTION

Dept: Fire	Manager Level: Non-Manager
Salary Plan/Description: TSH/Temporary-Seasonal-Hourly	Salary Grade: 38
Reports To Position #/Job Code #/JC Title: 1046/NB326/Fire Marshal	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: None
Personal Protective Equipment: None	

General Statement of Duties

Teaches fire safety and Public Education to the citizens of Cedar Rapids. Assists in the development and delivery of the community outreach and public relation programs.

Distinguishing Features of the Class

Some leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Assists in the development of 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;
 Operates, lifts and moves audio-visual equipment and other educational aids;
 Reviews films, reading material and hand-outs;
 Recommends and arranges for loan materials to public groups;
 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;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Good knowledge of basic fire behavior;
 Good knowledge of fire safety principles and practices;
 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 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

Post High School coursework completed that has a concentration in Education, Communications, Public Relations or the Fire Science field; and
Some experience in public speaking, community relations, and teaching or instructing; 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;

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.