

FIRE AND LIFE SAFETY EDUCATION ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: A Fire and Life Safety Education Administrator is responsible for supervising, directing, and managing the department's Fire and Life Safety Education unit; identifying public education issues; and planning and coordinating the Public Education unit of the Mesa Fire and Medical Department, which conducts education, prevention, safety, and community relations programs including adult education, child passenger safety, drowning prevention, Fire Prevention Week, Junior Firesetter, National Night Out, Remembering When Senior Education, LifeSaver Program, Cardiopulmonary Resuscitation (CPR) Program, Bilingual Program, Risk Watch, School Program, Social Service follow-ups, and the volunteer programs such as the Prevention & Risk Assessment Initiating Safer Environments (PRAISE) Program, Bilingual Assistance Team, Community Response Team, and the Connectors. Responsibilities include: serving as an information resource to the general public; identifying public education issues; developing and managing the unit service area's budget; establishing policies and Standard Operating Procedures (SOPs) for Public Education; developing strategic and operational plans that include long- and short-term objectives for the unit; researching, writing, implementing, and overseeing the administration of grants awarded; representing the Mesa Fire and Medical Department on many valley/statewide committees; functioning as an event coordinator for department activities; supervising professional and clerical staff; and ensuring quality of, measuring outcomes for, and effectiveness of programs. This class performs related duties as required.

Distinguishing Features: A Fire and Life Safety Education Administrator is a civilian classification receiving general supervision from the Assistant Fire Chief assigned to Fire and Medical Community Services. This class exercises supervision over the Fire and Life Safety Education Specialist class, and is distinguished from that class by the overall responsibility for the coordination of community events, budget management, programs, and supervision of subordinate employees. Work is performed independently and requires independent decision-making. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Business Management, Public Relations, Communications, or related field. Considerable (3 - 5 years) experience in progressively responsible public relations and public contact work. Experience and/or training in public speaking.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Good (1 - 3 years) experience in each of the following areas is preferred: administration and/or budget preparation, supervision, and public contact experience in a fire prevention/public safety environment.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, management, reporters, community and civic organizations, other City employees, and public officials in order to coordinate education programs and provide assistance (including participation on valley/state-wide committees such as Central Arizona Drowning Coalition, Safe Kids, Arizona Burn Educators, and Fire Prevention Week Committee). Drafts or edits articles about public education for the Mesa Fire and Medical Department monthly newsletter. Makes presentations to various groups. Instructs and trains others in a classroom setting on various fire prevention topics. Prepares or reviews written documents including: program policies, training curriculum, flyers, bulletins, pamphlets/brochures, proposals, operating procedures, and newsletters with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Maintains and changes public education messages and programs to ensure they are current.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures and other standards/guidelines. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to various locations to give presentations and attend meetings. Operates a variety of standard office equipment, including a Personal Computer (PC), calculator, facsimile machine, copier, and voice mail. Operates various audio-visual equipment such as video cassette recorders, film projectors, tape recorders, slide projectors, and screens. Enters data or information into a PC. Prepares and updates schedules, graphs, charts, or props for displays and presentations. Prepares boxes/bundles of forms, mail, pamphlets, and newsletters for distribution and mailing. Moves classroom equipment and materials using a handcart/dolly. Carries objects such as projectors and screens for distances up to 100 feet or more. Sets up and/or removes folding tables and chairs for classroom settings and various events. Stands for extended periods of time to make presentations. Monitors inventory, and orders or purchases supplies as needed. Meets scheduling and attendance requirements.

Mental: Oversees development and execution of school and volunteer programs, including training and continuing education. Supervises and evaluates the work of other individuals assigned to assist in public education, and provides feedback of Fire and Medical personnel performance to their supervisors. Prioritizes and assigns work to others, and prioritizes own work. Resolves procedural, operational, and other work-related problems by conducting assessments, holding meetings, sharing information, and making recommendations. Coordinates work activities, program functions, and special events with other City departments, cities, and agencies. Develops policies and procedures, plans, and short- and long-term objectives for a program. Conducts research and analyzes data including recognizing incident patterns through reviewing Mesa Fire and Medical Department reports and statistics. Comprehends and makes inferences from written material (example: reports and statistics) to provide information to the public or to evaluate the effectiveness of a program. Performs mathematical and statistical computations for monthly statistical reports and cost analyses for program materials. Develops and monitors fiscal budgets for the Mesa Fire and Medical Department's public education program. Learns job-related material in a classroom setting or on-the-job regarding public education, fire prevention, community-oriented programs, and public speaking.

Knowledge/Skills/Abilities:

Knowledge of:

general theories and complex principles and practices of public relations, public information, and basic communication techniques;
public education program elements and practices;
instructional theory and techniques;
research techniques, methods, and procedures;
current usage of the English language, and various journalistic styles;
techniques of publication preparation, and design of brochures, displays, and visual aids;
principles, techniques, and methods used in preparing news releases and publications;
budget principles and practices; and
modern management techniques, supervisory practices, and evaluation methods.

Skill in:

effectively communicating with the general public in adverse situations;
giving oral presentations;
organizing a program or major event;
producing graphic designs, brochures, and other materials for training programs or public presentations;
and
facilitating team meetings.

Ability to:

provide expertise/consultation on joint projects outside the City of Mesa with other municipalities, national organizations, and associations;
work cooperatively to develop partnerships with outside agencies and the community;
interact tactfully and courteously with the public, and cope with emotionally tense situations;
identify and respond to public and City Council issues and concerns;
operate computerized informational databases for tracking programs and related information;
keep accurate records and prepare reports;
handle comments and feedback from the public effectively; and
establish and maintain an effective working relationship with coworkers, supervisors, volunteers, personnel from other departments or agencies, public officials, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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NF/lv

CS4696.DOCX

EEO-Prof

JOB FCTN-ADM

Non-DOT Safety and Security- N

CDL- N

RESP- N

PAY GRADE: 56

IND-7710

SWORN-No

Non-DOT Random- N

DOT- N

INCREMENTS 67-200