



## COMMUNITY PROGRAM EDUCATOR 1

**Department:** Emergency Management  
**Job Class #:** 447000  
**Pay Range:** General 15

**FLSA:** Non-exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### **GENERAL FUNCTION**

This is responsible, public education work for the Department of Emergency Management. An employee in this classification is responsible for the writing, producing and presenting of information to the general public in order to educate the populace in emergency preparedness, fire prevention, the proper use of the Enhanced 911 Emergency Telephone Service, and crime prevention. Duties include the coordination of public education activities and programs in both the unincorporated areas of Pierce County and the incorporated area of cities and towns within the County, including but not limited to the community activity groups, Neighborhood Watch organizations, schools, assisted living communities, and senior citizen centers. The position will often be working independently outside the office setting, and in off hours activities, working with program developers/presenters and functioning as part of the department's liaison team to other communities and agencies and their respective public education programs. Employees at this level may work directly with assistants and professional employees, and coordinate, train, and manage volunteers. Work is performed under the supervision of an administrative supervisor and the Department of Emergency Management Director.

### **ESSENTIAL FUNCTIONS**

Coordinates and provides public safety instruction at community meetings, fairs, schools, senior centers and other public venues.

Creates and produces audio visual presentation materials when appropriate; assists project participants in accessing these materials and services; engages in follow-up with participants and other county and city agencies regarding the effectiveness of the program and progress toward established goals.

Works closely with the Sheriff's crime prevention analysis unit in obtaining and disseminating neighborhood level crime information.

Assists in the development of project guidelines and plans of action.

Maintains an extensive network of professionals in the public education professions in order to access services and support as needs and trends become known.

Maintains accurate documentation and statistics necessary for program evaluation and audits required by funding sources.

Develops comprehensive reports including demographic information, data regarding call statistics, and narrative information regarding goals, activities and outcomes.

Serves as an advocate for small, rural communities and the public safety organizations in those communities.

Participates in the development and presentation of training for new employees and staff of other service

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organizations providing public education services.

Participates in the development and presentation of various workshops on related services involving other state, federal and locally funded agencies and activities.

Coordinates and participates in special projects or special publications related to services for the continued public education regarding disaster management, public safety, emergency preparedness, fire prevention, 911 usage, and crime prevention.

Works in conjunction with program coordinators and teams throughout the County, the State and United States in developing program structure and recommending improvements and changes.

#### **OTHER JOB FUNCTIONS**

May perform varied clerical duties.

Performs other related duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of presentation and teaching techniques used to educate a wide variety of audiences including children, adults and senior citizens.

Knowledge of community resources in the public education, public safety, and in the Enhanced 911 service fields.

Knowledge of personal computer programs and applications for use in audio/visual and multimedia presentation creation and management.

Knowledge of specific program information rules and guidelines.

Ability to work alone in planning research, performing necessary coordination of projects, identifying needs and issues, complete and maintain necessary records and data regarding project progress and effectiveness.

Ability to work in partnership with participation from other agencies.

Ability to facilitate and conduct oral presentations.

Ability to handle stressful situations.

Ability to maintain harmonious working relationships with co-workers, other service providers, funding agencies and the general public.

Ability to present program materials to the general public including preschool children through senior citizen audiences.

Ability to communicate effectively, both orally and in writing.

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Ability to work a varied shift schedule.

Ability to physically perform the essential job functions.

Ability to meet the travel requirements of the position.

**RECRUITING REQUIREMENTS**

Associates degree in public education, public safety, emergency management or related field to include one year experience working in a related public safety program such as Emergency Management, Fire Prevention, E9-1-1 or Crime Prevention. Additional education or experience which clearly indicates the ability to perform the functions of the position may be substituted for the recruiting requirements. This position may require specialized job training and/or certification requirements.