



COMMUNITY PROGRAM EDUCATOR 2

Department: Emergency Management
Job Class #: 441500
Pay Range: General 21

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 administrative work in the field of Emergency Management. An employee in this classification is responsible for developing, organizing, scheduling, conducting and coordinating emergency management education programs to the general public and teams/committees. An employee in this classification is also responsible for designing and developing training curricula, reviewing and implementing of plans, and coordinating volunteer programs in support of response to emergencies or disasters requiring emergency management assistance.

SERIES CONCEPT: The Community Program Educator 2 is the second level in the classification series performing emergency management program education and administration. Incumbents work independently with broader discretion, stricter accountability and more independent determination of priorities than a Community Program Educator 1.

ESSENTIAL FUNCTIONS:

- Develop and provide public education and presentations including HLS related education programs to the general public, churches, hospitals, and vulnerable populations.
- Lead and/or participate in various emergency management planning efforts.
- Coordinate providing material aid and support to vulnerable populations during emergency responses, specifically in the areas of transportation needs, community points of distribution, sheltering needs and emergency notification.
- Assist in establishing mutual aid arrangements with appropriate agencies regarding planning for the general public and vulnerable populations.
- Recruit, train and supervise citizen volunteers; assist with establishing emergency management volunteer policy and evaluation procedures. Develop and maintain standards for volunteer emergency workers.
- Assist in the management and coordination of volunteer resources to assist with staffing the EOC as needed.
- Coordinate and assist with long term recovery issues for the general public and vulnerable populations.
- May participate in regional planning initiatives related to general public and vulnerable population needs.
- Demonstrate continuous effort to improve community education program; decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service.
- Monitor volunteer emergency management expansion and develop reports on plans, programs, and volunteer efforts.
- Maintain accurate documentation and statistics necessary for program evaluation and audits required by funding sources.
- Act as a Duty Officer to respond to Department of Emergency Management responsibilities during regular and non-business hours.
- Perform other duties as assigned including the Community Program Educator 1.

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- Represent the Emergency Management Program and Department at public meetings.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

SUPERVISION RECEIVED AND EXERCISED: Incumbents work independently under minimal supervision of an administrative supervisor and/or the Emergency Management Director designee. This position does not supervise, but will work directly with assistants and professional employees, and coordinate, train, and manage volunteers.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Community Program Educator 2 generally completes work on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. The position works in an office environment and out in the field on a daily basis; travel to various work sites and/or meeting locations is required. Extended periods of concentration and sedentary work required. Work is subject to frequent interruptions, normal office noise and exposure to higher than normal noise levels during emergency situations. Occasional exposure to verbally hostile or confrontational citizens and/or public groups may be expected.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. A Community Program Educator 2 may be exposed to physically hazardous situations and bio-hazardous materials while assisting with emergency situations. This classification has a variety of physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities are walking, sitting, running, jumping, twisting, balancing, climbing, crawling, kneeling, bending/stooping, crouching, reaching, lifting, carrying, dragging, throwing, and pushing/pulling.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Presentation and teaching techniques used to educate a wide variety of audiences including children, adults and senior citizens.
- Community resources in the public education, public safety, and in the Enhanced 911 service fields.
- Personal computer programs and applications for use in audio/visual and multimedia presentation creation and management.
- Specific program information rules and guidelines.
- Principles and practices of emergency management program operations, including development, planning, coordination, monitoring, evaluation and problem solving, volunteer management
- Related federal, state and local laws regarding emergency management operations and funding.
- Emergency management program strategies, evaluation measures, and assessment measures.
- The legal structure of local government and its relation to state and federal agencies, the military, volunteers, the private sector and the educational system.
- Current trends and developments in emergency management

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Skill in:

- Developing public education communication and operational plans and programs.
- Coordinating and leading a variety of individuals and groups toward establishing and attaining program or project goals and objectives.

Ability to:

- Develop, plan, organize, manage and coordinate emergency management programs and projects.
- Communicate effectively to express ideas and convey complex information, both verbally and in writing with co-workers, the public, and a variety of agencies and officials.
- Use independent judgment and knowledge to make appropriate operating decisions, resolve operational problems and conflicts.
- Analyze and interpret complex information and situations quickly and objectively; determine a proper course of action.
- 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.
- Work in partnership with participation from other agencies.
- Facilitate and conduct oral presentations.
- Use effective communication and interpersonal skills to inform, educate, persuade, motivate, gain concurrence and agreement, resolve conflict and/or develop alternatives.
- Establish and maintain a cooperative and effective working relationship with co-workers, County management, private and public officials, citizen groups and the general public.
- Work effectively and productively with others.
- Represent the County in a positive, professional manner.
- Understand and follow written and verbal instructions.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.
- Handle stressful situations.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Work a varied shift schedule.

MINIMUM REQUIREMENTS TO APPLY: Associates degree in public education, public safety, emergency management or related field to include three (3) years experience in emergency management or related field, and completion of at least sixty (60) hours of emergency management classes. Additional education or experience which clearly indicates the ability to perform the functions of the position may be substituted for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license is required of the position. This position may require specialized job training and/or certification requirements. Persons in this classification are required to carry a cell phone and be available to respond to the Emergency Operations Center during emergencies and disasters. Candidates for employment must successfully pass a criminal background investigation.