# JOB DESCRIPTION

## JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Pub Ed Coordinator/Admin. Asst.</th>
<th>Civil Service:</th>
<th>No (Civilian)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Marion Fire Department</td>
<td>Bargaining Unit:</td>
<td>Non-bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Fire Marshal and Fire Chief</td>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Location:</td>
<td>Marion Fire Station Headquarters</td>
<td>Overtime Status:</td>
<td>Hourly</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>07/09/2018</td>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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</tbody>
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## JOB SUMMARY

*Provide a brief description as to the primary purpose of this job (no more than three to five sentences):*

This position is half-time Administrative Asst. to the administrative staff of the Fire Department, and half-time Public Education Coordinator for the Fire Prevention Bureau (40-hr workweek). Responsible for the effective supervision and administration of the department’s public education initiatives, and provides administrative assistance as needed.

## ESSENTIAL JOB DUTIES/WORK PERFORMED

*List essential job functions that comprise the job: describe in terms of actions (verbs) and desired outcomes in order of most important first:*

### Public Education Coordinator
- Develop educational and informative fire prevention, injury reduction and life safety programs.
- Assist in the presentation of public fire safety educational programs.
- Seek out and evaluate new public education methods and programs. Present recommendations.
- Prepare, submit and present press releases and marketing information to the local media and other outlets to promote education programs, services and activities.
- Coordinate meetings and training presentations with the general public at the fire station, as well as other locations (churches, schools, daycares, senior housing, high-risk groups, etc.)
- Schedule special events, as tours, engine visits, etc.
- Oversee fire education program as assigned; (neighborhood canvas after fires, junior firefighter program, Citizens’ Academy, etc.)
- Prepare a variety of reports and records (data) to determine community needs and program effectiveness.
- Provide program reports and statistical information outlining public education program activities.
- Assign personnel to and schedule public education programs for the department.
- Locate and acquire sources of funding for the unit’s programs.
- Inventory and order Public Education supplies.
- Prepare program reports and statistical information outlining public education program activities.
- Maintain bookkeeping system for the various transactions of the department.
- Process invoices and maintains records of purchase orders.
- Keeps personnel records, prepares payroll; complies various reports on the activities of employees as requested by the administrative staff. Maintenance of all records for fire and medical responses.
- Performs all office equipment and computer systems necessary to perform required work.
- Performs related duties and responsibilities as required.

### Administrative Assistant
- Functions as a receptionist and performs advanced administrative functions for the administrative staff.
- Serves as a representative of the department and the administrative staff.
- Meets and greets all visitors to the Fire Department Headquarters and answers phones and directs calls to proper staff. Provide radio coverage for fire station headquarters.
- Takes messages and provides information to the public as requested and as is knowledgeable on the subject.
- Performs work pertaining specifically to the department to which assigned, such as board or committee minute keeping. Provides assistance with reports and business of the Fire Prevention Bureau.
- Analyses data and prepares reports, forms and summaries as requested by the supervisor.
- Maintains bookkeeping system for the various transactions of the department.
- Processes invoices and maintains records of purchase orders.
- Performs related duties and responsibilities as required.
REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

Public Education Coordinator

- Demonstrates knowledge and understanding of fire prevention practices.
- Ability to perform independently a variety of community fire education activities.
- Knowledge of marketing and promotional methods and techniques.
- Principles and practices of adult and child instruction and curriculum development.
- Learning theory, educational methodology and learning characteristics of all education levels.
- Principles and practices of media relations.
- Ability to evaluate the effectiveness of fire prevention and educational activities.

Administrative Assistant

- English usage, grammar, punctuation, spelling and math.
- Knowledge of the regulations, procedures, services and policies of the department.
- Ability to establish and maintain effective working relationships with the personnel of the department, municipal officials and the general public.
- Ability to express ideas clearly, concisely, orally and in writing to groups and individuals.
- Oral and written communication skills necessary for accurate documentation of various required reports; communications with the staff, community officials and the general public.
- Demonstrates the ability to understand basic computer knowledge and skills (Microsoft Word, Excel, Powerpoint, etc.)
- Methods of filing and recordkeeping
- Must be able to maintain confidentiality of business related to the fire department as required by policy.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

Public Education Coordinator / Administrative Asst.

- Prioritizing and assigning work and related activities
- Researches and applies for grants. Implements and manages grant projects.
- Analyzes statistical data.
- Develops, coordinates, presents and oversees the fire and life safety educational programs.
- Develops and maintains cooperative and professional relationships with employees and all levels of personnel including representatives of other departments and organizations.
- Intermittently set up booths, hang banners, move tables, chairs and carry supplies. Lift or carry weight of 40 pounds or less.
- Interpret and present public education materials including the use of public education props.
- Ability to read, speak, write and understand English to effectively communicate with citizens and employees by telephone, two-way radio, P25 radio system, in written form and face-to-face.
- Ability to operate telephone, computer systems, calculator, photocopier system and similar electronic manual office machines.
- Ability to operate a keyboard at 40 words per minute.
- Ability to sit for long periods of time for computer work, reception, etc.
- Ability to bend, reach, climb, stoop and lift 40 pounds or less for filing, records retrieval, etc.
- Ability to take and transcribe oral dictation and oral meeting notes.
- Communicate effectively in meetings and group discussions.
- Provide exemplary customer service to all persons.
- Search out, initiate and maintain relationship with community organizations, services and programs.
- Instruct children and adults in fire suppression and reduction techniques and measures.
- Demonstrate knowledge and understanding of fire prevention codes, ordinances, fire hazards, etc.
- Knowledge and understanding of NIMS (National Incident Management Systems).
## QUALIFICATIONS

List the **minimum requirements** to be considered for this position:

- High School Diploma
- Current Iowa Driver’s License

**Public Education Coordinator**
- Must obtain Iowa State Certification of Fire Instructor I or attend and complete a certified course in instructional methodology.
- Prior experience in an emergency response agency, past participation in fire prevention and public fire and life safety education, or previous experience with risk management.

**Administrative Assistant**
- Completion of additional course work in Administrative Assistance

## WORKING CONDITIONS

List **working conditions for this position**:

- Office/school/public place/organization/outdoors/fire station environment.
- Work closely with others.
- Occasional travel for errands, training and public education presentations.
- Scheduled to work standard work week: Monday through Friday from 8:00 AM to 4:00 PM (breaks and lunch as per Iowa Labor Codes)
- May be required to work some overtime upon demand of workload.

## REQUIRED BACKGROUND CHECKS

List **working conditions for this position**:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical