

CITY OF GLENDALE

TITLE:	Fire Community Outreach Coordinator	CLASS CODE:	175
REPORTS TO:	Fire Battalion Chief	GRADE:	26
DEPARTMENT:	Fire Department	FLSA:	E
JOB DESCRIPTION DATE: December 11, 2006 mac			

JOB SUMMARY

Under general supervision may plan, organize, coordinate and/or implement events or programs related to safety, education or community outreach for the Fire Department. May lead or direct others assigned to program areas.

ESSENTIAL FUNCTIONS

1. Plan, organize, coordinate, train and implement special events or programs within assigned area for the Fire Department may include but is not limited to the following: community outreach and public relations, CERT, safety awareness and education, volunteer training and crisis response programs.
2. May assist with other department and city special projects or participate as a committee member for ceremonies, parades, banquets, fairs, dedications or other events assigned.
3. Facilitate and manage programs including but not limited to: Car Seat, CPR/AED, Fire Pals, Water Safety, Community Emergency Response Team, and fire volunteer programs.
4. Serves as materials administrator for assigned programs. Works with various state and federal agencies and vendors. With approval may purchase supplies and products.
5. Maintains various records and certifications applicable to area of assignment or program.
6. May develop and monitor budget for various assigned programs as well as provide fiscal projection of resources.
7. May create program content for new and existing programs in areas of public safety education and community outreach.
8. May evaluate safety education curriculum and recommend program improvements.
9. May identify and assess direction and marketing of various community events and provide assessment for fire safety education and outreach programs for the community.
10. May lead or direct those assigned to projects or programs in area of responsibility.
11. May create a variety of documents including, but not limited to, curriculums, marketing materials and brochures. Types, proofreads and composes correspondence related to responsibilities assigned.
12. May provide training or present programs to various city, community, crisis response or general volunteers, and department personnel.
13. May respond to emergency traumatic situations in support of crisis volunteer program.
14. May perform administrative responsibilities such as writing reports or analyzing data; producing check requests and requisitions, performing inventories or writing agendas and schedules.
15. May coordinate the operation of the Safety Trailer programs and activities.

SECONDARY FUNCTIONS

16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Modern principles and practices of event planning/management
- Principles of volunteer program administration if in assigned area
- Principles of budget administration
- City policy and procedures, ordinances and fire/life safety codes
- Research methodologies and management of research-based data
- Principles of marketing, advertising, public relations and safety education programs
- Issues and ethics of care, protection and accessibility as related to the Americans with Disabilities Act
- Pertinent Federal, State and local laws, codes and regulations as it pertains to assigned areas
- Effective interview techniques
- Crisis intervention and behavioral assessments if in assigned area

Skill in:

- Computer operation and applicable software and graphics
- Developing creative themes for events

Ability to:

- Coordinate a community-based program
- Drive a vehicle and operate fire department equipment
- Develop, maintain and adhere to a budget for event production
- Maintain confidentiality and awareness of potentially sensitive issues relating to events, including visibility, cost, citizen participation and perception, and event theme and purpose
- Handle basic data processing functions and applications
- Communicate effectively both orally and in writing with employees and management
- Write lessons plans, correspondence, schedules and programs
- Analyze problems and make recommendations for improvements
- Establish and maintain effective working relationships with employees, municipal officials, volunteers, service contractors, and the public
- Speak in public to small and large groups
- Lead, direct and assign work to volunteers, staff and project personnel

WORKING CONDITIONS

Position requires work in an office setting and at event locations. Presenting or participation in events will require the incumbent to work in and around the public. May do extensive walking and standing. Exposure to weather conditions, traffic hazards and noises for outside events. May transport and set up displays.

MINIMUM QUALIFICATIONS

Bachelors' degree in business, marketing or related field and two years progressively responsible experience working with public assembly events, safety education, public relations or community outreach, preferably with a government agency.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona's Driver License

Some positions may require the ability to work a flexible scheduled

Some positions may require the ability to possess and maintain a certificate of child safety seat technician within one year of hire date

Some positions may require the ability to possess and maintain a Federal Emergency Management Agency CERT Instructor Certification with in one year of hire