Public Education Specialist

**Definition:** Under general supervision, creates, organizes, schedules, and presents educational programs to children and adults throughout the City and county to reduce injuries, fatalities, and property losses; in order to reach the public with ongoing systematic fire and life safety strategies.

**Essential Functions:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

**Tasks:**

Presents programs to the public including children’s fire safety house, safety puppet shows, safety talks/presentations, miniature fire engine, safety robot, weekend and night safety and health fairs, and festivals; schedules all programs by Public Education throughout the city and county; schedules other fire department personnel to assist as needed; contributes to internal employee newsletters.

Contributes to the City of Pinellas Park newsletter and news releases; designs brochures, flyers, and other materials to be distributed to the public; writes public service announcements, articles for submittal to local newspapers, occasional radio shows for the Department of Public Affairs; coordinates special events such as the Fire Department’s involvement in the annual events such as Country in the Park, Pinellas County Fair, EMS week, and Fire Prevention Week.

Serves as an active coalition member on Suncoast Safe Kids Coalition, Emergency Safety Educators Association, West Central Florida Drowning Prevention Coalition, and others; presents continuing education classes and seminars, etc.; creates new programs and improves existing programs; keeps materials given to the public ordered and stocked.

**Knowledge, Skills, and Other Characteristics:**

Knowledge of the principles and techniques of educational programming.
Knowledge of home safety techniques.
Knowledge of public education techniques.
Knowledge of statistics available on fire losses.
Knowledge of community resources available to promote safety.
Skill in developing and maintaining effective interpersonal relations.
Skill in oral communications in both one-on-one and group situations.
Skill in written communications for administrative and technical purposes.
Skill human and material resource management.
Skill in interacting with people in all socio-economic levels.

**Physical Requirements:** Work involves a minimum of physical effort.

**Qualifications:** The equivalent of a bachelor’s degree from an accredited college or university with a major in education, communication, journalism, business or public administration, or a related field and three (3) years communications, journalism, public speaking or related experience. Requires a valid Florida driver license.