

POSITION DESCRIPTION

Full-Time Position: Assistant Public Relations Specialist
Position Requirements: See job description.

South Trail Fire District - Director of Human Resources
5531 Halifax Ave. Fort Myers, FL. 33912
Main Phone Number: 239-433-0080

Applications Available: www.southtrailfire.org



EOE Statement: We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Position Closing Date: February 28, 2020 at 3:00 pm.
Hourly Wage (Date of Hire): \$27.31
Annual: \$56,805.00

Department: Administration
Reports to: Director of Public Relations
FLSA Status: Non-Exempt

General Function:

Under the direction of the Director of Public Relations, the Assistant Public Relations Specialist is a technical position that coordinates and delivers public education and outreach activities for the citizens of the District at all levels and ages. The position performs the essential duties and responsibilities under the general direction of the Director of Public Relations with latitude in decision making, creativity and leadership within the Districts established policies and procedures. Work performance is evaluated through verbal and written observation and attainment of established objectives set forth by the Director of Public Relations.

Essential Duties and Responsibilities:

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned or requested duties and responsibilities may be listed.

- Presents public safety education and outreach activities to various organizations, which includes occupants of commercial, residential, assembly, healthcare and educational facilities.
- Coordinates the Districts Citizen Emergency Response Team Program, if established.
- Coordinates, schedules and conducts fire station tours for the public or various organizations.
- Maintains records of public education and outreach activities performed.
- Participates in programs or activities as assigned by the Director of Public Relations.

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- Participates in District sponsored CPR and First Aid programs.
- Assists with the instruction and certification of District personnel for CPR and First Aid training.
- Assists with maintaining records, audits, documentation and reporting criteria for all District CPR instructors, personnel and citizen students certified by the District, as set forth by the American Heart Association.
- Assists with the coordination of District participation educational programs with other fire districts and organizations.

- Attends meetings, public functions, public hearings, educational courses, and conferences as deemed necessary by the Director of Public Relations.
- Produces, printed and visual, public safety educational and outreach materials for distribution and presentation.
- Maintains inventory of all assigned equipment and materials related to public safety education and outreach programs.
- Participates in professional organizations as assigned by the Director of Public Relations.
- Participates with the enhancement, preparation and basic maintenance of the Districts Fire Safety House.
- Assists with Fire and Life Safety educational and outreach grant writing as needed.

Minimum Education, Skills and Abilities:

- Graduation from an accredited High School or General Education Diploma (G.E.D.).
- Bachelor's degree, from an accredited college or university, in Education, Public Relations, Communications or a similarly relevant majored emphasis.
- Minimum of three years' experience with development and delivery of educational programs.
- Must obtain an American Heart Association BLS Instructor certification within six months of hire date and maintain a valid certification.
- Must obtain the National Car Seat Technician certification within six months of hire date and maintain a valid certification.
- Must obtain the Federal Emergency Management Association I-100, 200, 700 and 800 courses within three months of hire date.
- Must maintain a valid Florida Driver License that allows for the operation of various District vehicles.

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Physical Demands:

Sitting, standing, walking, stooping and bending; dexterity and coordination to handle files, single pieces of paper and use of personal computer. During educational events, the employee may walk on uneven or slippery surfaces, moves from various locations, occasional lifting of objects weighing up to 50 lbs., reach for items above the head and below the feet, climb up and down ladders, enter confined spaces and other areas, visual acuity sufficient to observe conditions at facilities in a variety of lighting conditions, including bright light, low light and low visibility conditions.

Working Conditions:

Performs work in outdoor and indoor environments with intermittent to frequent exposure to a variety of weather conditions. Occasional work in confined areas. Ability to meet a flexible work schedule, including some evenings and/or weekends as directed by the Director of Public Relations.

Knowledge:

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services to vendors and the general public.

Education and Training — Knowledge of principles and methods for educational instruction. Knowledge of Fire and Life Safety programs.

Administration and Management — Knowledge of basic management principles involved in planning, resource allocation, leadership, productivity, and coordination of people and resources.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Law and Government — Knowledge of position relevant laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.

Computers— Knowledge of personal computers and software, including but not limited to Microsoft Office, Excel, and Outlook.

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Skills:

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Monitoring — Monitoring/Assessing performance and programs to make improvements, adjustments, or take corrective actions.

Abilities:

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

The duties listed in this document are intended only as illustrations of the various tasks to be performed. The omission of other specific duties does not exclude them from being performed by this position, are similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the District and the employee and is subject to change by the District. During functions within this job description times the individual will be exposed to various environmental conditions including heat, cold, precipitation, and humidity. This position will be assigned an office/work space.