



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Community Education Coordinator</b>	<b>LAST UPDATED:</b>	02/26/2014
<b>DEPARTMENT:</b>	Fire Department	<b>JOB CLASS:</b>	42
<b>REPORTS TO:</b>	Assistant Chief of Support Services	<b>FLSA DESIGNATION:</b>	Exempt

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**Summary:** Under general supervision of the Assistant Fire Chief of Support Services, the Community Education Coordinator is responsible the development, implementation and management of comprehensive community based fire and life safety programs for schools, businesses and citizens of the City of Frisco. Oversees the daily operations of Frisco Fire Safety Town and assigned Fire Department Community Education Programs.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Manages community safety education program budgets; develops budget for Chief review and inclusion in department budget, monitor expenditures and capital purchases.
- Oversees the daily operation of Frisco Safety Town facility and equipment including budget, purchases, repairs, maintenance, grounds, scheduling, staffing, and programs.
- Supervises the working relationship between Safety Town Staff, extensive volunteer staff and assigned operations staff which includes instruction, and scheduling.
- Reviews, and evaluates Fire Education Staff and volunteers. Makes recommendations for operational personnel to Safety Town assignments
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned activities; recommends and administers divisional policies and procedures.
- Develops community needs assessment with regards of Fire and Life Safety Hazards which includes researching safety, population, demographic and educational community trends and develops strategic plans to meet community safety education needs.
- Designs and recommends for adoption comprehensive public safety education programs, which includes behavioral objectives, lesson plans, instructional materials and evaluation instruments.
- Creates, implements and oversees the direction and production of educational safety videos, PowerPoint presentations and program materials.
- Writes press releases and assists with media updates for City of Frisco websites, social media and City marketing efforts.
- Coordinates public education programs with the Frisco Independent School District and Private Schools in the City of Frisco.
- Coordinates the Fire Department Ready, Set, Go program.
- Oversees and manages Fire Department Community Education events and acts as the Department Liaison for Fire and Safety Community Education for City-wide events
- Researches, applies for and administers local and federal grants for Fire safety/prevention programs and community safety education programs.
- Solicits sponsorships or donations from area businesses, citizens, or clubs for advancement of Community Safety Programs including Safety Town coordinated with the Communications Department of the City

- Seeks and coordinates assistance from volunteers, interns, and local businesses to enhance educational programs and improve facilities for educational delivery.
- Acts as a liaison between Fire Department, Frisco EDC and community groups, public and private schools, businesses and other organizations for Fire and Safety Community Education
- Oversees Fire and Safety Community Education program technology needs and assessments, which also includes equipment maintenance.

**Other Important Duties:**

- Attends seminars, conferences, and classes to upgrade knowledge of fire prevention and life safety practices and to obtain ideas for improving and developing new education programs.
- Participates in local, regional and national organizations focused on fire and life safety programs.
- May travel to attend meetings, conferences, special events and training.
- May be required to work some evenings and weekends.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of educational methods and instructional techniques; and key learning characteristics for a wide variety of audiences to include community groups and school children.
- Knowledge of public fire and life safety education issues, program administration issues and cost benefit analysis.
- Knowledge of City management policies and procedures.
- Knowledge of research, analysis and application techniques for grant programs, sponsorships and funding.
- Proficiency of computers and related equipment, hardware and software applicable to area of assignment, specifically Microsoft Word, Power Point, Access and Excel.
- Proficiency in effective English oral and written communications and Public Speaking.
- Proficiency in the use of oral and written communications and presentation skills.
- Proficiency in resolving customer complaints and issues.
- Skill in planning and implementing departmental procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in public relations and communicating courteously and effectively with citizens, media and city departments.
- Skill in report writing and basic record keeping.
- Skill in organizing work and managing multiple projects.
- Skill in establishing and maintaining effective working relationships with other employees, outside agencies and the public including fundraising efforts in support of Safety Town.
- Ability to complete assignments with limited direction.
- Ability to work under deadlines and stressful situations.
- Ability to define and resolve problems quickly and effectively.

**Preferred Education, Experience, and Certifications:**

- Bachelor's Degree in Education or related field and a minimum five (5) years progressively responsible work experience as a classroom teacher or public educator or equivalent combination of education and experience OR equivalent combination of education and experience.
- Experience in the coordination and implementation of community-based prevention programs is preferred.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment and outdoor environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.

- May be subject to exposure to extended periods of standing or sitting when presenting safety information, negotiating contracts or agreements.
- May be subject to bending, reaching, kneeling and lifting such as when retrieving files, records and reports and setting up audio visual equipment.
- Must be able to lift 30 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, telephone, audiovisual equipment, specialized training equipment and department vehicle.

*Approved By:*

Signed by Mark Piland, Fire Chief  
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*Mark Piland, Fire Chief*

04/04/2014  
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*Date*



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*Shannon K. Allyn, HR Generalist*

04/09/2014  
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*Date*