



VILLAGE OF KEY BISCAYNE
JOB DESCRIPTION

Job Title:	Community Liaison	Position Type:	Part Time 20-30 hrs.
Department/Group:	Fire Department	Job Code/ Req#:	
Location:	560 Crandon Boulevard	Reports To:	Fire Marshal
Pay Grade/ Salary Range:	Pay Grade: Salary Range: \$17/hr - \$24/hr	HR Contact:	Juan Gutierrez, Director, Human Resources
FL SA STATUS:	Non-Exempt		
External posting URL:			

Department Mission Statement:

To contribute to a safe, quality community environment for all Islanders through responsible Fire Rescue Services.

Summary:

Community Liaison plans, organizes, develops, and implements a variety of programs to increase public awareness of fire prevention, safety, burn prevention, and hurricane preparedness. An employee in this position is responsible for assisting with administrative, in-service training, outreach research, and community relations activities which support the mission of the Fire Department. Duties may include, but are not limited to: developing and implementing various programs to increase awareness of fire prevention, safety, burn prevention, hurricane preparedness. Coordinating, providing information and assistance to neighborhood residents; facilitating communication between Village departments and community residents, to build understanding and cohesiveness. This position would be responsible for: making public presentations; Cardiac Pulmonary Resuscitation program, Automatic External Defibrillator program, providing administrative support; assisting in conducting community based studies and surveys and making recommendations for actions; utilizing computer software and strong writing skills to generate correspondence, reports and presentation materials; and performing other related work as required.

Requirements:

High school Diploma or its equivalent and some (6 months – 2 years) experience in public relations, communications, customer service, marketing, or community outreach; vocational/technical training in public fire and life safety education or a related field with three years of progressively responsible administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities, or an Associate's degree in Business Administration or related field. A valid Driver's License from the State of Florida. Proficiency in English is required/proficiency in Spanish is highly desirable.

Qualifications

Knowledge of:

1. Modern fire prevention practices and procedures as they apply to fire and life safety in homes and businesses
2. Municipal, state and federal laws, codes and ordinances pertaining to fire prevention and life safety measures

3. Fire drill procedures; safety precautions and procedures in the workplace
4. Educational methods used in fire prevention
5. Public speaking and public relations techniques
6. Principles and practices of sound business communication; proper English grammar, syntax, spelling and punctuation
7. Modern office practices, procedures and equipment.

Ability to:

8. Design, organize and implement fire and life safety education programs and projects.
9. Analyze fire safety procedures in multi-family and business occupancies
10. Knowledge of existing Fire organizational policy, procedures and guidelines, and educational methods in fire prevention
11. Knowledge of learning theories, statistical analysis methods; resource evaluation techniques, and knowledge of modern office practices and procedures
12. Ability to communicate verbally, in writing, to exhibit professional demeanor, public speaking, manage interaction with the media, and use various means of information technology, use standard office equipment such as personal computers and software
13. Ability to provide guidance, assistance, and /or interpretation to others such as the public the fire department staff relative to fire and life safety education initiatives, policies and procedures and standards to specific situations
14. Ability to communicate orally and in writing with all fire department staff. Other town staff, the public and media
15. Ability to apply principles of influence systems such as teaching, leading, managing, planning, coordinating, and controlling. Ability to exercise independent judgement to apply facts and principles for developing approaches and techniques to problem resolution
16. Ability to exercise judgmental, decisiveness and creativity requires in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are measurable or verifiable.
17. Establish and maintain effective working relationships with the Fire Department Managers and staff, Village officials, manager of other departments, school officials, business and homeowner association groups, the public and others encountered in the course of work

Essential Duties and Responsibilities:

They include the following.

1. Evaluates needs within the community in order to plan, develop, and implement various programs relative to fire and life safety; gathers, reviews and analyzes statistical data to determine what areas of the community require an emphasis in fire prevention or other life safety instruction and education
2. Presents and/or coordinates programs relating to fire prevention, safety, burn prevention, hurricane preparedness for various groups and organizations such as homeowner groups, apartment owners,
3. tenants, public and private schools, civic organizations, business and industry

4. Coordinates engine and truck company participation for life safety presentations
5. Performs a variety of administrative and research assignments in response to requests from Fire management; conduct special studies of organizational policies, procedures, and practices relative to state and federal mandated programs
6. Attends and participates in meetings, training sessions, and conferences to stay abreast of new trends and innovations in the fire prevention field
7. Ensure that all public education programs meet the needs of the legislative requirements of the NFPA and the circumstances of the community
8. Review policies and procedures relevant to Fire Prevention and Life Safety, recommending additions, changes or revisions where necessary
9. Oversee the coordination of presentations, lectures, etc., on fire prevention to operational personnel, civic groups, etc.
10. Administer the Community involvement and outreach for various programs
11. Researches, answers, and resolves public inquires and complaints
12. Represent the agency at formal and informal meetings and public hearings
13. Assist the Department with legislative communications and legislative issues
14. Coordinate and implement The Department's Community Public Safety mission and serve as administrative coordinator to the fire department staff
15. Develop and implement a comprehensive organizational public fire and life safety education strategy so that program goals, design, resources, implementation and evaluation methods are included
16. Select, create, and develop educational materials so the materials are accurate, address the issues, and are specific to the audience
17. Create a training program for public fire and life safety educators so that the educators are able to carry out the job performance requirements and that the training program goals are achieved
18. Maintains certification and in-service consistent with the program
19. Coordinates administrative office activities to ensure productivity of tasks. Tasks include data entry in to Records Management System, including paid-on-call staff payroll entry, support of the departmental newsletter, assisting with generation of annual report and processing and monitoring of budgetary items
20. Ability to operate, maneuver, and or provide simple but continuous adjustments on equipment, machinery or tools related to the presentation of public education programs such as computer, audio-visual equipment, or visual props
21. Ability to coordinate eyes, hands, and limbs on performing coordinated movements such as demonstrations for public education

22. Ability to complete tasks involving the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling weighted objects weighing 10 to 30 pounds. In case of the First Responder activities may involve heavy lifting of patients to make them accessible to perform CPR or other lifesaving techniques
23. Develop an evaluation strategy, so that program outcomes are measured
24. Prepare a request for support resources, so that the request conforms to the providers requirements
25. Develop lessons so that the objectives are met
26. Adapt an education program, so that the learning objectives are achieved
27. Notify the public so that the location, date, time, topic and sponsoring agency are included in any publicity for a fire and life safety program
28. Distribute educational information, so that the information reaches the audience within the specified time
29. Coordinates special fire department public events that highlight the fire and life safety mission
30. Perform other related duties as assigned and directed by the Fire Marshal