



City of Ankeny Iowa  
**Public Education Coordinator (Part-time)**

<b>SALARY</b>	\$25.50 - \$34.22 Hourly	<b>LOCATION</b>	120 NW Ash Dr, Ankeny
<b>JOB TYPE</b>	Part-time hours	<b>JOB NUMBER</b>	00577
<b>DEPARTMENT</b>	Fire Department	<b>OPENING DATE</b>	05/07/2024
<b>CLOSING DATE</b>	5/26/2024 11:59 PM Central		

## Function

The City of Ankeny is accepting applications for the part-time position of Public Education Coordinator for the Fire Department.

**Starting Salary is \$25.50 per hour. Flexible 20 hours per week. Benefits include IPERS and paid leave time.**

This position is responsible for assisting with managing, directing, and delivering the prevention and public education functions of the Fire Department. Promotes health and safety of the community through education. The work involves scheduling of professional staff, administration and delivery of the Prevention and Public Education Programs, coordinating community-wide fire prevention and public fire education activities, and promoting the department at local and regional career fairs. In addition, this position works with the Fire Chief in various administrative functions such as community risk assessment and department budget development.

**Applications are due by Sunday, May 26, 2024 at 11:59 PM.** Please complete the online application, and attach a cover letter and resume at [www.AnkenyIowa.gov/jobs](http://www.AnkenyIowa.gov/jobs). Pre-employment drug screen and background check required.

## Principal Duties and Responsibilities

- Plans, researches, organizes, develops, promotes, delivers, and evaluates public education programs for civic groups, schools, employee groups, and residents.
- Conducts juvenile fire setter screening and education utilizing approved guidelines.
- Educates, encourages, and motivates residents to become involved in public safety practices and programs.
- Provides information and assistance to the public, community agencies, and others.
- Coordinates staffing for designated special events for the fire department.
- Develops, schedules, coordinates, and delivers public education presentations for local businesses, civic groups, and schools.
- Conducts research and compiles information as necessary to improve and enhance community risk reduction.
- Maintains knowledge of fire prevention and promotion research through training and professional literature review, along with participation in conferences and continuing education.
- Prepares and maintains a variety of reports and records related to public education activities.
- Prepares news releases and public service announcements, and provides interviews to various media outlets to get fire and life safety messages out to the public.

- Perform related work as required.

## Entry Requirements and Skills

- High school diploma or equivalent.
- Three years general office experience with presentation skills preferred.
- Ability to effectively deliver public education material to a variety of audiences.
- Ability to develop education materials, associated lesson plans, and supporting presentation programs.
- Possess a valid Iowa driver's license and insurable to operate city vehicles.
- Knowledge of standard office procedures and equipment
- Ability to operate a computer.
- Ability to understand and carry out written and oral instructions in English.
- Ability to deal tactfully with the public.
- Ability to establish and maintain effective working relationships with co-workers.

### WORKING CONDITIONS:

- Works in office environment.
- May be required to travel to other city offices for mail and to retrieve data.
- Large group presentation venues
- Outside in a variety of environmental conditions delivering public education

### PHYSICAL REQUIREMENTS:

- Must be sighted.
- Must be able to hear a normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Must keep regular and reliable attendance at work.

The City of Ankeny is an equal opportunity employer and is committed to fair and equal treatment of all employees without regard to race, color, age, religion, sex, sexual orientation, gender identity, ancestry, national origin, or handicap that does not interfere with job performance with reasonable accommodation. The City of Ankeny is committed to providing access, equal opportunity and reasonable accommodations for individuals with disabilities who wish to apply for or serve as employees. To request a reasonable accommodation, contact the Human Resources Department at 515-965-6400 or email [dgean@ankenyiowa.gov](mailto:dgean@ankenyiowa.gov).

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#### Agency

City of Ankeny Iowa

#### Address

410 West 1st St

Ankeny, Iowa, 50023-1557

#### Phone

515-965-6400

#### Website

<http://www.ankenyiowa.gov>