



# Title: Public Education Specialist

FLSA Status: (Non-Exempt)

## BRIEF DESCRIPTION:

The purpose of this position is to perform a wide variety of community service activities related to crime prevention and public education. This is accomplished by assisting a variety of groups and associations with community self-help activities and programs. Other duties may include completing related tasks as assigned.

## ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Assists with the development and implementation of public safety education programs and events.
2	L	Contacts neighborhood communities and apartment communities interested in the Neighborhood Watch Program and the Crime Free Multi-Housing Program (CFMH) and conducts initial meeting to implement both programs. Provides training to group members and apartment managers on program requirements, maintains necessary certification paperwork, and confirms program compliance. Coordinates the installation of signs, and serves as liaison with Patrol Operations, CFMH apartment managers, and homeowner groups.
3	L	Communicates with department personnel and other City employees, the general public, civic organizations and business owners in order to coordinate public education programs, disseminate information and provide assistance.
4	L	Develops designs and presents programs such as Identity Theft Prevention, Personal Safety, and Elder/Child Personal Safety Programs. Creates, develops and presents Bullying Prevention Program to Peoria K-8 school age children and parent groups. Conducts department tours for school age children and community groups.
5	L	Assists in the coordination of block party permits; receives processes, approves/denies requests for block parties. Coordinates with other City departments and divisions for logistical purposes as necessary.
6	M	Conducts Security Analysis Surveys utilizing the principles of Crime Prevention Through Environmental Design Analysis; completes reports and makes recommendations to property management or business owners.
7	M	Coordinates Arizona Automobile Theft Authority VIN etching events for the City, including local business involvement. Oversees department staff and volunteers at etching events, compiles grand statistics and quarterly reports as required. Trains department personnel on requirements and equipment use.
8	L	Coordinates the Citizen's Police Academy; encourages program participation through community outreach and advertising; organizes, designs and develops program curriculum and functions and coordinates graduation ceremony.



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements	
Experience	1-2 years experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High school plus additional course work (equivalent to up to 1 year at a Community College or equivalent resulting in accumulation of similar knowledge and abilities).
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about.
Contacts	Contacts are an important part of the job as work involves internal and external contacts for the purpose of securing the understanding, cooperation or agreement of others who may not be readily disposed to cooperate, business matters are unusual or controversial and of major importance to the organization. Requires extraordinary courtesy, tact and persuasiveness to obtain the cooperation of others. Work involves frequent contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or a frequent requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a limited impact on the organization. Errors are usually detected by the organization. Errors are usually detected by a systematic verification and review. Errors may result in some work flow disruption, repetition of work or have limited impact on resources within a department.
Environment	Exposure to some undesirable or unpleasant environmental characteristics. Physical environment is generally safe and there is minimal health risk. No safety equipment or unusual precautions are required.
Safety	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Full Police Department background check required, including polygraph.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "M"				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, communicating with co-workers, making presentations
Fine Dexterity	C	Computer keyboard, telephone keypad, tools/equipment
Walking	F	To other departments/offices, around work site
Lifting	F	Supplies, files, equipment
Carrying	F	Supplies, files
Sitting	F	Desk work, driving
Reaching	O	For supplies, for files
Handling	F	Paperwork
Pushing/Pulling	O	Equipment/tools, tables and chairs
Climbing	O	Stairs, step stools, onto equipment
Vision	C	Reading, computer screen, driving, observing work site
Foot Controls	O	Driving
Balancing	R	On equipment
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Retrieving items from lower shelves/ground
Hearing	C	Communicating via telephone/radio, to co-workers/public
Kneeling	R	Retrieving items from lower shelves/ground
Crawling	N	Under equipment
Twisting	O	From computer to telephone, getting inside vehicle
Talking	F	Communicating via telephone/radio, to co-workers/public
Other (specified if applicable)		



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Standard office equipment, laminator, RFID machine, scanner, cash register, credit card machine, television, sound system, computer, Microsoft Office, and related library software.

**ENVIRONMENTAL FACTORS:**

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards					N	Extreme temperature			S	
Chemical Hazards					N	Wetness and/or humidity			S	
Electrical Hazards					N	Respiratory hazards			N	
Fire Hazards					N	Noise and vibration			N	
Explosives					N	Physical hazards			N	
Communicable Diseases					N					
Physical Danger or Abuse					N					
Other:					N					

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			F
Emergency Situation			R
Frequent Change of Tasks			F
Irregular Work Schedule/Overtime			F
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			O
Noisy/Distracting Environment			O
Other			

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	X
Shop		Library	
Recreation/Neighborhood Center	X		