CLASS TITLE: Coordinator of Fire Awareness

CHARACTERISTICS OF THE CLASS: Under direction, designs, develops and directs the implementation of public information programs for the promotion of fire awareness, prevention and safety; and performs related duties as required.

EXAMPLES OF DUTIES: Plans, directs, implements and monitors public programs designed to educate the public in regards to fire awareness, prevention and safety; supervises the preparation and coordinates the distribution of educational literature pertaining to fire awareness for use by the general public; schedules fire education presentations for community groups, civic organizations and schools; procures or oversees the preparation of film strips, videotapes and other audio-visual equipment for presentations; prepares publicity and promotional materials to increase public awareness of fire education programs; plans, directs and participates in the development and preparation of news articles, press releases, pamphlets, displays and other materials to promote new programs; may supervise the investigation of fire hazards and violations; coordinates the compilation of research materials for use in the preparation of departmental publications; prepares reports and maintains records of department activities as necessary; prepares the unit’s budget.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Career Service status as a uniformed member of the Chicago Fire Department and graduation from an accredited college or university with a Bachelor’s degree in Communications, Journalism, English or directly related degree supplemented by five years of progressively responsible experience in the development and implementation of public information programs including two years of supervisory experience.

Knowledge, Abilities and Skill. Considerable knowledge of the development and content of public information programs aimed at promoting fire awareness, prevention and safety. Considerable knowledge of the methods and techniques used in gathering, preparing and disseminating information to the media and the public. Considerable knowledge of departmental programs, rules, regulations, policies and procedures.

CLASS TITLE: Coordinator of Fire Awareness (Cont’d)

Ability to design and develop public information programs that stimulate the interest of the public. Ability to direct the
implementation of a major public information program. Ability to plan, direct and evaluate the work of subordinate personnel engaged in the development and implementation of public information programs for the promotion of fire awareness, prevention and safety.

Considerable skill in the development and implementation of public information programs. Considerable skill in the application of the methods and techniques of gathering and disseminating information related to a specific informational program. Considerable skill in dealing courteously and effectively with the general public. Considerable skill in communicating effectively both orally and in writing.

January, 1992