



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title: Outreach and Education Coordinator
Department: Board of Commissioners
FLSA Status: Non-Exempt
WC Code: 8810
Effective Date: October 1, 2018
Last Revised: October 1, 2018
Pay Grade: NU 14
Union: Non-Union (Managerial)

SUMMARY

The Outreach and Education Coordinator provides public information and education to internal and external partners and the community regarding Josephine County's Emergency Services Program. Participates on a team that implements an all-hazard, comprehensive emergency management program for Josephine County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Illustrative Only. These duties represent the essential functions needed of persons in this classification.

1. Arranges and organizes community involvement and outreach functions, meetings, conferences, workshops and training seminars.
2. Plans, designs, develops and implements specialized informational and educational programs related to the County's Emergency Services Program, including (but not limited to):
 - o Develops and implements a public information program in coordination with assigned program manager;
 - o Identifies needs for public information and education; assists in the development of educational/informational outreach work plans;
 - o Accepts requests from department personnel for public information projects and develops work plans;
 - o Assists in the internal coordination of information for output to media and the public;
 - o Identifies graphic needs; coordinates the design, development, and printing of graphics materials; and
 - o Updates social media channels as assigned.
3. Provides direct public information through public presentations and outreach; acts as general information resource, referring inquiries to appropriate department personnel; speaks with individuals and groups to promote community involvement of department plans.
4. Acts as liaison between the department management and community, business, and public sector organizations; explains department goals and plans; provides input to the department from outside agencies; identifies citizen attitudes and concerns; advises the department on public information needs and methods.
5. Prepares and distributes printed and electronic information and materials related to Emergency Service Program.

6. Works with emergency management team to gather, analyze, and report information about hazards, risks and vulnerabilities in Josephine County.
7. Supports the planning, conduct, and evaluation of single-agency and multi-agency emergency drills and exercises.
8. Works with emergency management team to assess the emergency management capabilities of the County, County departments and stakeholders; recommends strategies and actions that will improve capabilities.
9. Recruits volunteers to work in department programs and services; contacts civic groups, develops advertising and public relations programs for recruitment; develops information materials for use by potential volunteers.
10. Develops and implements orientation and educational programs for volunteers; keeps volunteers informed of new resources, community activities, and programs, which impact their functions.
11. Evaluates volunteer personnel and program organization for effectiveness; initiates changes in coordination with departmental staff as needed.
12. Maintains records on volunteer programs for departmental use.
13. Attends and participates in required trainings.
14. Has regular and reliable attendance.
15. Working irregular hours is required.
16. Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Provides supervisory oversight to Emergency Management Volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. This position requires the specific knowledge of Federal, State and local laws and regulations related to emergency management, including disaster response and recovery; principles of disaster and emergency exercise design, execution, and evaluation. Must have the ability to coordinate and facilitate program activities with other departments and agencies; and maintain effective working relationships with other staff, public officials, citizens and representatives of other agencies. Knowledge of Public education methods and techniques; Communications techniques, including journalistic composition, needs assessment, public information techniques and materials preparation, public speaking, methods of effecting attitudinal change, and communications program planning; and volunteer management techniques. Work in a team situation with individuals of varying backgrounds; Establish and maintain cooperative working relationships with individuals and groups who come from diverse backgrounds and represent members of the public, coworkers, and/or vendors; Contribute to a sustainable workplace by being a responsible steward of resources; Foster workplace excellence by supporting a culture of wellness and a healthy environment; Effectively and respectfully work with persons from diverse backgrounds; Consider the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability and delivery of education and communication services; and assist in the recruitment, training and coordination of volunteer activities as assigned.

EDUCATION AND EXPERIENCE

Possession of or completion of college-level training equivalent to an Associate's Degree in communication, journalism, public relations, education, education in program related area, or related fields; or one (1) year of work experience in the development, coordination, and delivery of a public information and communication or community outreach program.

JOB IMPACT

Errors in judgment or irresponsible behavior may have a major impact on the financial situation of the County, as well as the public. Judgmental errors could become the basis for legal actions against the county and subject the incumbent to personal litigation.

JOB CONTACTS

The position generally has contact with other County departments, divisions, programs; state and federal agencies; community professionals; the public and the news media to receive or provide information. Frequent contacts are made with other County Departments, governmental agencies, outside agencies and the public.

LANGUAGE SKILLS

Must have a full command of English composition, spelling, and business formats. Must have the ability to prepare effective written reports, correspondence, memoranda, policies and other written documents. Must have excellent oral communication skills, the ability to explain policies and procedures; and deal diplomatically and effectively with sometimes emotional and/or hostile people. Must be able to give public presentations on emergency management to general public or response stakeholders. Confidently speak in public settings, to audiences of various social, cultural, ethnic, educational and economic backgrounds; Prepare displays for presentation of visual and written materials.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must have the ability to analyze and make decisions and judgments relating to area of responsibility. Make sound judgement during high pressure emergency situations.

OTHER SKILLS AND ABILITIES

Must be able to comprehend and interpret comprehensive budget reports applicable to assigned area and to work effectively with other employees, agencies and the general public using courtesy, tact and good judgment. Must have the ability to plan, organize, schedule and coordinate office operations. Must have a thorough knowledge of office equipment, and their use, including but not limited to computers and industry standard software.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain certifications for: Basic Applied Practices Certificate (BAPS) and FEMA Management Professional Series (PDS), National Management System (NIMS), Incident Command Series and Hazmat Awareness or Weapons of Mass Destruction (WMD) Awareness. Possession of or ability to obtain valid Oregon Driver's license; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The majority of work is performed in an office environment; however, while responding to emergencies, the employee may be exposed to airborne particles; body fluids; chemical solutions; heat; cold; humidity; wet slippery areas. The noise level in the work environment is usually moderate. This position may be impacted by urgent time deadlines, heavy or uncontrollable work flow, hostile customers, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50 lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: Normal levels			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>