

FIRE DEPARTMENT
SANTA CLARA COUNTY

COMMUNITY RISK SPECIALIST I

DEFINITION

The Community Risk Specialist I classification is the first-level in the Community Risk Specialist series and is assigned to projects and tasks that are commensurate with the skills of the incumbent. Under the general supervision of the Senior Community Risk Specialist, dependent upon assignment, the incumbent performs duties to support the community risk reduction education program (e.g., fire safety, injury prevention wildland fire protection and emergency preparedness) and/or community-based volunteer programs (e.g., Community Emergency Response Team, or CERT).

This classification is a Fair Labor Standards Act non-exempt, represented position in the Classified Service.

DISTINGUISHING CHARACTERISTICS

The Community Risk Specialist I is distinguished from the higher classification of Community Risk Specialist II in that the latter performs at a journey-level with a high level of independence and responsibility, executing more complex duties, and may act as a lead providing work direction and training to the Community Risk Specialist I.

This classification is an alternately staffed position with the Community Risk Specialist II.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Conduct community education and risk reduction programs and training classes and/or community-based volunteer programs and training classes for County representatives, first responders, city/town staff, and community members, including diverse audiences of all ages, abilities, cultures and backgrounds.
- Schedule community risk reduction education and/or community-based volunteer programs and events for cities/towns, schools, businesses, places of worship, neighborhood groups and other community organizations.
- Assist with planning, organizing and coordinating community education and risk reduction and/or community-based volunteer programs, events and services.
- Assist with revising and updating elements of community education and risk reduction and/or community-based volunteer programs and services, including PowerPoint presentations, resource materials, pamphlets, course outlines and handouts.
- Respond to requests from schools, businesses, organizations and the general public for fire safety, injury prevention and community preparedness information, literature and materials.

EXAMPLES OF DUTIES (continued)

- Attend meetings, trainings and conferences to promote the Department's community safety, injury prevention, wellness, wildfire protection and community preparedness programs.
- Monitor inventory of props, materials and equipment and prepare and organize required supplies for scheduled events, trainings, programs and meetings.
- May conduct fire safety inspections of properties within the wildland urban interface communities.
- Work irregular or protracted hours and respond promptly to call-backs.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Completion of the 12th grade or General Education Development (GED), an associate's degree, and two (2) years of professional experience in program development and coordination, training, community outreach, or related experience.

Or

Completion of the 12th grade or General Education Development (GED), a minimum of 30 college credit units, and a minimum of three (3) years professional experience providing program development and coordination, training, community outreach, or related field experience.

As a condition of employment, an incumbent who is not already in possession of the California State Fire Marshal (CSFM) professional certification indicated below will be required to successfully complete and pass all of the necessary coursework, including prerequisite education, training and task book assignments, within 36 months of employment or when courses become available.

- Community Risk Educator

Highly Desirable: Dependent upon assignment, certifications in education, digital media, communication studies, public relations, and/or community-based volunteer programs. Experience working with/for a volunteer organization.

The following knowledge, skills and ability requirements may be attained during the course of employment in the position:

Knowledge Of:

- Basic functions, principles and practices of local government and public administration.
- Methods, principles, and practices of general office operations including inventory and records management systems, computer software applications, and standard office equipment.

Knowledge Of:

- Fundamentals of motivation techniques, learning style models, and lesson plan development.
- Basic principles of public speaking, effective communication and group dynamics.
- Essential elements of public relations and community engagement.
- Basic techniques of researching, collecting and compiling information and data.
- Applicable local, State, and Federal laws, regulations and standards related to community risk reduction education and/or community-based volunteer programs and services.
- Government agencies and community organization programs, services and resources, particularly those that serve high-risk, vulnerable and underserved populations.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Learn how to plan, coordinate and implement effective community education and risk reduction programs.
- Learn principles, practices, and procedures of community risk reduction and/or community-based volunteer program management.
- Use various media, technology, communication and dissemination techniques and methods to communicate.
- Speak effectively before diverse audiences for the purpose of providing information, education and training.
- Communicate professionally and maintain harmonious working relationships with both individuals and groups contacted in the course of work.
- Adapt to situations, evaluate problems, explore alternatives and make sound decisions.
- Demonstrate professional discretion in political environments and maintain a calm and professional demeanor in difficult situations.
- Prepare clear and concise written documents.
- Work irregular or protracted hours and respond promptly to call-backs.

Working Condition/Physical Demands: Requires sitting and standing for extended periods of time, primarily in an office environment; finger dexterity and the ability to grasp objects with the fingers and palm; climb, stoop, crawl, kneel, crouch, push, pull, reach, stand; lift up to 25 pounds.

Required License: Possession of a valid, appropriate state of California driver's license.

Pre-Employment Requirements: The candidate must complete and pass a background check, Live Scan fingerprint, and complete a medical examination.