



Rock Community Fire Protection District

Application:

Public Education Specialist

Effective date: March 01, 2021

Closing date: March 26, 2021 – 4:00pm CST



Rock Community Fire Protection District

Board of Directors

Ken Baker
Daniel Meyer
Edward Zimmermann

Fire Chief
Jeffrey Broombaugh

3749 Telegraph Road
Arnold, Missouri 63010
636-296-2211
636-467-5734 Fax
www.rockfire-rescue.org

"Whatever It Takes"

Fire Marshal
Jeff DeLapp

(636) 296-2211
(636) 467-5734 Fax

Dear Applicant:

Thank you for your interest in becoming a member of the Rock Community Fire Protection District family.

Before applying, carefully read through the enclosed packet. Prior to returning your application to the District, please ensure that all requirements are met and that all requested information is legible, complete, and returned with your application.

Also included, is a summary of information pertaining to the Rock Community Fire Protection District and applicable employee benefits. You may retain the information for reference.

Rock Community Fire Protection District is an Equal Opportunity

Employer.

Sincerely,

Jeffrey L. Broombaugh
Fire Chief

Public Education Specialist

Definition:

Under general direction of the Fire Chief, the Public Education Specialist shall be responsible for the proper and efficient development and implementation of the district's public information and education programs. This includes activities related to the district's mission including marketing, outreach, and customer service activities. The Public Education Specialist may act as the district's Public Information Officer and spokesperson. This position receives direct supervision from the Fire Chief and indirect supervision from the Assistant Chief.

The Public Education Specialist shall be responsible for the day-to-day coordination of district-wide education and communication efforts with the primary goal of community risk reduction across all demographics.

The Public Education Specialist must be able to work independently, balance multiple priorities, work occasional irregular hours, and shall be skilled in the English language.

Examples of Duties:

The Public Education Specialist will be responsible for, but not limited to, the following:

- 1) Develop, organize, advertise, deliver, and evaluate a district-wide public education program, to reduce targeted risks, in a manner consistent with the district's mission and as identified by the community risk assessment.
- 2) Perform research, and evaluate data, to identify areas of high loss and high-risk potential as well as high-risk behaviors and target audiences, establish specific program objectives, and direct educational programs to reduce the associated risks.
- 3) Develop and administer system(s) to evaluate and analyze the effectiveness of the district's public education programs with target audiences and targeted risks.
- 4) Design, write and produce public information materials such as advertising, brochures, flyers, and direct mail materials.
- 5) Maintain all necessary and appropriate records related to the position.
- 6) Procure, for publication and distribution, multi-lingual risk reduction materials, in languages common within the district.
- 7) Advance the district's mission and objectives and ensure coverage of the district activities by cultivating and managing positive media relations.
- 8) Serve as the district's primary Public Information Officer and assist with the timely coordination and accurate dissemination of information regarding emergencies, threats, and other risk-related situations.

(continued)

- 9) Work closely with other internal divisions and external stakeholders to perform research, prepare press releases, photographs, public service announcements, presentations, and other written and/or verbal communications, on matters of public interest, in a professionally organized and timely manner.
- 10) Attend public demonstrations and community festivals consistent with risk reduction objectives.
- 11) Establish system(s) to evaluate professional standards of service delivery.
- 12) Coordinate and oversee the district's social media platforms.
- 13) Prepare and track budgetary expenditures as related to the district's public education program.
- 14) Perform other duties as assigned.

Knowledge of:

- 1) Principles, practice, and techniques of public relations, local government, policies, and guidelines.
- 2) Research methods, data compilation and evaluation practices.
- 3) Report and correspondence writing practices.
- 4) English language structure including rules of composition, spelling, grammar and punctuation.
- 5) Verbal and visual advertising, marketing, and communication techniques.
- 6) Media and public relations.
- 7) Customer satisfaction evaluation techniques.
- 8) Computers and other technological tools such as Microsoft Office, desktop publishing software, etc.
- 9) Records management practices.

Ability to:

- 1) Effectively utilize sound judgement and discretion when representing the district.
- 2) Effectively write, edit, and verbally communicate, and ensure consistency of information.
- 3) Prepare written correspondence and reports.
- 4) Work independently and make decisions in a changing environment and with a variety of individuals and groups.
- 5) Use technology to promote and advance the district's mission and goals.
- 6) Keep up to date on media tools, technology, and trends.
- 7) Listen effectively.
- 8) Develop and teach from a lesson plan.
- 9) Influence and promote change.
- 10) Motivate and train members of the staff and public.
- 11) Effectively handle sensitive issues.
- 12) Represent the district accurately to the media.
- 13) Be flexible and able to reorganize priorities with little notice.
- 14) Act as the spokesperson for the district as directed by the Fire Chief.
- 15) Photograph and video district activities and prepare media for public outreach.
- 16) Establish and maintain effective and professional working relationships with those contacted in the course of work.
- 17) Maintain a calm and professional demeanor in confrontational and difficult situations.
- 18) Maintain confidentiality of information.
- 19) Maintain professional appearance at all times.

Working Conditions / Physical Demands

The position will require:

- Dexterity, frequent sitting, standing, walking, reaching, climbing, stooping, kneeling, crouching, and crawling.
- Operation of vehicles including pulling and backing trailers of various types and sizes.
- The ability to lift and carry up to 25 pounds.
- Exposure to similar surroundings and conditions as those found in public safety jobs.

Employment Conditions:

Must complete an 18-month probationary period.

Must maintain a valid driver's license.

Must be able to work occasional irregular hours.

Must obtain and maintain the following:

- Within the first year of assignment:
 - National Fire Academy courses Q0462 and Q0463 (ICS 100 & 200)
 - Fire Service Instructor I
- Within the first two years of assignment:
 - Fire Service instructor II
- Within the first three years of assignment:
 - National Fire Academy course M0591 (Fire and Life Safety Educator Fundamentals)

Pre-employment Requirements:

The candidate must pass a fingerprint-based background check, medical examination, and drug and alcohol screening.

Desired Qualifications:

- A minimum of five years of experience in education, communications, public speaking, public relations, media, or a public safety environment
- Familiarity and experience working with local government
- Experience in digital media

Minimum Employment Standards

Qualifications of members: No person shall be employed as Public Education Specialist by Rock Community Fire Protection District (RCFPD) unless he/she meets the following minimum employment standards upon submission of an application:

- 1) Applicant must always be able to lawfully work in the United States while employed by RCFPD.
- 2) Applicant shall be able to read, write, and speak the English language clearly and distinctly.
- 3) Applicant has never been convicted of a felony or crime involving moral turpitude.
- 4) Applicant is a minimum of eighteen (18) years of age.
- 5) Applicant shall possess a high school diploma or official Certificate of High School Equivalency (GED).
- 6) Applicant shall possess a valid state motor vehicle operator's license or chauffeur's license.
- 7) Each applicant shall possess a good moral character and work history, as determined by the fire chief, from a favorable report based on a comprehensive background investigation including, but not limited to: school and employment records, home environment, personal traits and integrity. Considerations will be given to all violations, including traffic and conservation law convictions, as indicating a lack of good character.
- 8) Each applicant or member of RCFPD shall possess a good driving record, indicating a respect for traffic laws and good driving habits, and the record must be deemed acceptable for RCFPD by the fire chief.
- 10) Acceptable physical, emotional, and mental fitness, as established by a licensed psychologist and/or physician, to determine the applicant is free from any physical, emotional, or mental condition which might make the applicant unable, with or without accommodation, to perform the essential functions of the position.

PUBLIC EDUCATION SPECIALIST - DETAILED SELECTION PROCESS

Advertise for Qualified Applicants

Applications accepted at District HQ, 3749 Telegraph Rd., Arnold, MO 63010 from 0800 – 1600, Monday-Friday, until 4:00pm CST on March 26, 2021.

Review Resumes and Applications

Members of the Administrative Staff will review resumes and applications to establish a list of all qualified applicants. **All qualified applicants will be notified by email by 1600 April 2, 2021.** Application packets not meeting minimum requirements will be discarded.

Individual Record Check

At a minimum, the following records will be checked: previous employment records, driving records, criminal records, and education records.

Candidate Ineligibility

Rock Community Fire Protection District reserves the right to eliminate any or all candidates from the application process, at any time, for any reason, including, but not limited to the following: There is evidence of any materially false or misleading statements found on the candidate's resume or application. The candidate has been convicted of, or pled guilty to, a felony in which the felony conviction reasonably relates to the applicant's competency to do the work required at Rock Community Fire Protection District.

Eligibility, Interview and Final Selection

A final number of candidates will be selected to participate in a public speaking-based scenario and an interview with the fire chief and administrative staff. The details of this scenario will be made available upon scheduling.

Medical/Physical Examination

Upon making a contingent offer of employment, the district will require the candidate(s) to undergo a physical, psychological, and medical evaluation. The candidate must be physically, mentally, and emotionally capable of performing all aspects of the job classification for which the candidate has applied. The candidate will also be required to undergo a fingerprint-based background check.

- *A medical opinion from physician(s), of the district's choosing, rendering a candidate physically incapable of performing the necessary duties, or unfavorable findings of the background check will eliminate the candidate from the hiring process.*
- *All questions involving the medical standards candidates will be based on NFPA Standard 1582. Standard on Medical Requirements for Fire Fighters. Most Current Edition. All medical records of applicants will be held in secured files in accordance with Federal law, including HIPAA.*

Reasonable Accommodation

Persons requesting accommodation for any part of the selection process must make notification to the Assistant Chief at the time of application submission. Written requests are preferred.

Applicant Instructions

Prior to submitting your application for employment, ensure that all required items are complete and legible. Applications will be rejected if incomplete, illegible, or are missing any of the items required below.

- 1) Application for Membership
- 2) Representation and Release
- 3) Certificate of Applicant and Authorization for Release of Information
- 4) Acknowledgement of Conditions of Employment
- 5) Copy of your Birth Certificate
- 6) Copy of your Driver License
- 7) An official Driver Record Check from the Department of Motor Vehicles of the state in which you are licensed.
- 8) Completed MOVECHS Waiver Agreement and Statement
- 9) Copy of High School diploma, or copy of official Certificate of High School Equivalency (GED)
- 10) Official college transcript(s), if applicable
- 11) Your resume
- 12) The enclosed checkoff form - completed

APPLICATION FOR MEMBERSHIP (1 of 3)

APPLICANT INFORMATION		
Social Security#	Date	
Last Name	First	M.I.
Street Address	Apartment/Unit#	
City	State	Zip
Phone	E-mail Address	
Position Applied for		
Are you at least 18 years of age?		
Are you legally eligible for employment in the United States? YES NO		
Have you ever been convicted of a crime?* YES NO		
* If yes, explain		
EDUCATION		
High School	Address	
From To	Did you graduate? YES NO	
Degree		
College	Address	
From To	Did you graduate? YES NO	
Degree		
Other	Address	
From To	Did you graduate? YES NO	
Degree		
MILITARY SERVICE		
Branch	From	To
Rank held		
<i>Explain how your training and experience in the military can benefit Rock Community Fire Protection District.</i>		

APPLICATION FOR MEMBERSHIP (2 of 3)

REFERENCES	
<i>Please list three people not related to you by blood or marriage, for professional references.</i>	
Full name	Relationship
Company	Years Acquainted
Address	Iphone
Full name	Relationship
Company	Years Acquainted
Address	Phone
Full name	Relationship
Company	Years Acquainted
Address	Iphone
PREVIOUS EMPLOYMENT	
<i>Please list your three previous employers, starting with the most recent.</i>	
Company	Phone
Address	Supervisor
Job Title	
Responsibilities	
From	To
Reason for leaving	
Company	Phone
Address	Supervisor
Job Title	
Responsibilities	
From	To
Reason for leaving	
Company	Phone
Address s	Supervisor
Job Title	
Responsibilities	
From	To
Reason for leaving	

APPLICATION FOR MEMBERSHIP (3 of 3)

IN CASE OF EMERGENCY, PLEASE NOTIFY	
Name	Phone
Address	
Name	Phone
Address	
Name	Phone
Address	



Missouri State Highway Patrol
Criminal Justice Information Services Division
MSHP-CJISD

WAIVER AGREEMENT AND STATEMENT
Missouri VECHS Program
Missouri Volunteer and Employee Criminal History Service (MOVECHS)

Pursuant to the National Child Protection Act, as amended by the Volunteers for Children Act (NCPA/VCA), this form must be completed and signed by every current or prospective applicant for whom fingerprint-based criminal history records are requested by an Authorized Recipient (AR).

I, the undersigned, hereby authorize ROCK COMMUNITY FIRE PROTECTION DISTRICT
Name of Authorized Recipient (AR)

to submit a set of my fingerprints to the MSHP-OISD and Federal Bureau of Investigation (FBI) for the purpose of accessing and reviewing state and national criminal history records that may pertain to me. I understand that I would be able to receive any Missouri record from the MSHP-O ISD, and any national criminal history record from the FBI pursuant to 28 CFR Sections 16.30-34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement and Statement, it is my intent to authorize the dissemination of any Missouri and national criminal history record that may pertain to me to the AR.

I understand that, until the criminal history background check is completed, the AR may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, the AR may provide me a copy of the criminal history background report, if any, received on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before a final decision is made.

[] Yes, I have (OR) [] No, I have not been convicted of or plead guilty to a crime.

If yes, please describe the crime(s) and the particulars

Applicant Signature: _____ Date: - - - - -

Applicant Printed Name: - - - - -

The AR may share/disseminate my criminal history record information with other authorized recipients only after confirming that the recipient has a signed user agreement on file with the MSHP-O ISD and the dissemination is in accordance with state and federal law.

[] Yes [] No

OR/IOCA or MACHS Number: MOVECHS0Z V050.00012 _ _ 7264

This document must be retained by the AR and is subject to audit by the MSHP-CJISD and FBI.

REPRESENTATION AND RELEASE

I, the undersigned, hereby acknowledge that he/she has read this entire application packet.

The undersigned also represents that he/she is physically capable of performing the physical performance and agility exercises required as part of Rock Community Fire Protection District employment selection process for the position of Public Education Specialist.

In consideration for the opportunity to be considered for employment by Rock Community Fire Protection District, the undersigned hereby releases Rock Community Fire Protection District, its Directors, agents and employees from any and all claims, suits, demands, and causes for action for or on account of personal injuries losses, property damage, cost or expenses of every kind and description in any way arising out of or resulting from participation in the physical performance and agility exercises administered as part of the Rock Community Fire Protection District employment selection process.

I have read the foregoing release and fully understand it.

Signature

Date

Printed Name

**CERTIFICATE OF APPLICANT AND
AUTHORIZATION FOR RELEASE OF INFORMATION**

Last Name	First Name	Middle Name
SSN	Date of Birth	Applicant # (office use)

I _____ (Print full name), hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge, I understand and agree that any misstatements or omissions of material facts will cause forfeiture on my part of all rights to initial employment or continued employment by the Rock Community Fire Protection District.

The intent of this authorization is to make available a full and complete disclosure of any and all information pertaining to my person; therefore, I do hereby authorize all present or past employers, all law enforcement agencies, all military agencies, the Veterans Administration, the U.S. Army, U.S. Air force, U.S. Coast Guard, all Federal, State or local government agencies, State and Federal tax bureaus, credit bureaus, schools and universities to furnish the Rock Community Fire Protection District with any and all available information regarding my past or present performance, conduct or behavior. I further authorize the release of any punitive or disciplinary actions, or memorandum to Rock Community Fire Protection District in order that the information is evaluated to assist in the determination of my suitability for fire department work. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal and business life for the specific purpose of conducting a pre-employment background investigation.

I authorize the Rock Community Fire Protection District to make an inquiry and gather any documents of my present and past employers regarding my character, integrity, reputation and performance.

I authorize the release of any and all of the afore listed information regarding my person, employment, credit or any other aspect, whether personal or otherwise, that may or may not be in their written records.

I understand that all materials pertaining to this background investigation become the property of the Rock Community Fire Protection District and will not be made available or returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented, along with the company or organization therein from any and all claims, damages, losses and expenses, including reasonable attorney's fees arising out of complying with this request.

I understand that in the event my application is disapproved, the sources of information obtained are confidential and cannot be revealed to me.

A photo static copy of this authorization will be considered as effective and valid as the original, even though the copy does not contain an original writing of my signature.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY:

Subscribed and sworn before me this _____ day of _____, 20

My commission expires

Notary

Signature (Applicant) Address City /State/Zip

ACKNOWLEDGMENT OF CONDITIONS OF EMPLOYMENT

I fully understand, as an applicant for employment with the Rock Community Fire Protection District, that as a final condition of being employed, once an offer is made to me, I must pass and comply with the following:

1. Medical Evaluation as set by district policy
2. Drug Test as set by district policy.
3. Psychological evaluation by a licensed Psychologist, or physician, of the district's choosing.
4. A fingerprint-based Missouri and FBI background check through the Missouri Automated Criminal History Site. The attached waiver shall be submitted with your application.

Once I am accepted as a new employee of Rock Community Fire Protection District, I understand, as minimums, I must maintain and retain the following during my employment, as a condition of my continued employment:

- A) Valid Vehicle Operators License.
- B) Adequate physical, medical, and mental condition to perform every and all aspects of the employment classification.
- C) Faithful performance of all duties required of the position including, but not limited to: following all written and verbal requests, directions, directives, and orders of district's officers, District's Rules, Standard Operating Guidelines, Policies, Medical Control Protocols and all relevant state and local laws.

Failure to comply with any of the requirements set forth in this application packet shall be cause to terminate my employment with Rock Community Fire Protection District. This form shall remain a permanent record in the employee's personnel file.

(The signing of this form shall be witnessed by a Chief Officer of RCFPD)

Signature

Print Name

Date

Witness

Rank

Date

ROCK COMMUNITY FIRE PROTECTION DISTRICT – GENERAL INFORMATION

The Rock Community Fire Protection District serves 38 square miles of Northeastern Jefferson County. The district is bounded roughly by the Meramec River to the north, Koch Valley Rd. & Hwy. "M" to the south, Mississippi River to the east and Hwy. 21 to the west.

Seventy five percent of the district's service area consists of single and multiple family residences amounting to an approximate population of 50,000. The remaining twenty five percent of the district's service area consists of mercantile businesses, light industry, and various other commercial enterprises.

The Fire District was incorporated in 1970. It currently operates five stations consisting of three pumper/ALS rescues, two 75' Quint/ALS rescues, two reserve pumpers, one firefighting/rescue boat, a rigid hull rescue boat, and two inflatable boats. The current staffing level is 60 full-time employees on 24-hour shifts, and 13 operations staff including, inspectors, mechanic, Public Education Specialist, and administrators.

The District is dispatched by Jefferson County 9-1-1 and currently has an annual response to approximately 4,600 emergency requests.

The District is a political subdivision of the State of Missouri and is governed by a three member, publicly elected Board of Directors.

The District is financially supported by levying taxes based on the assessed value of the property within the District and a ½ cent sales tax.

In summary, the Rock Community Fire Protection District is erected on a conservative and firm foundation. Its financial forecast is stable, and its attitude is progressive.

SCHEDULING. WAGES. AND BENEFITS

Schedule

Full-time consists of forty hours and includes occasional weekend and evening hours.

Pay Day

Payroll is distributed through weekly direct deposit into the employee's chosen account.

Wages

The Public Education Specialist is an hourly position. Annual wages are estimated between \$60,000 - \$65,000 dependent on qualifications. Pay step increases will be set as follows:

85% = Months 1 through 6

90% = Months 7 through 12

95% = Months 13 through 18

100% = After 18 months

Pay step increases are subject to approval, by the fire chief, based upon employee performance and his / her ability to successfully complete the probationary requirements established by the district. **Degree compensation and longevity are not included in this number.**

Uniforms & Turnout Gear

Turnout Gear

New members are furnished with an initial compliment of turnout gear, which meets or exceeds NFPA specifications (helmet, hood, gloves, coat, pants and boots).

Uniforms

All members are furnished the appropriate uniforms applicable to the position.

If employment is terminated for any reason, all District-issued turnout gear, uniforms, equipment, and accessories shall be surrendered to the District.

SUMMARY OF MEMBER FRINGE BENEFITS

This summary of benefits is intended to provide a brief overview of the current benefits available to employees of the Rock Community Fire Protection District.

Life Insurance

Provided by the District (\$50,000 Life and \$50,000 AD&D)

Major Medical Insurance

The District provides major medical and dental insurance for the member and their dependents.

Employee Assistance Program

The District provides an EAP through PAS (Personal Assistance Services).

Disability Insurance

Short Term @ 70% of pay and Long Term is 60% of pay (minus deductible income).

Worker's Compensation

Worker's Compensation Insurance is provided for work-related injuries and illness pursuant to Missouri Worker's Compensation Statutes.

Social Security Benefits

The District contributes a matching amount equal to the employee contribution to Social Security Benefits.

Pension Plan

After 7 years

Vacation

Vacation is given after the 1st anniversary date, and after that reverts to January 1 every year. Vacation is awarded based on years of service. You will have earned seven days after the first year, and up to thirty-two days after fourteen years.

Sick Leave

Sick leave is accumulated at a rate of fourteen days per year, with a maximum accumulation of 260 days.

Holiday Pay

The District recognizes the following ten holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

Funeral Leave

Funeral leave is three days for immediate family.

Longevity Pay

Longevity is paid annually.

Degree Compensation

Degree compensation is weekly. \$30 for Associates, \$60 for Bachelors, and \$90 for Masters.

Uniform Allowance

\$600 per year after the first year