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| **Pasco County Mosquito Control District, Odessa FL**  **Description of Occupational Work –** Public Education Specialist |

The position of Public Education Specialist, along with the Public Education and Information Officer, is responsible for carrying out the public outreach and educational programs for the District. Assists as needed within other departments throughout the District.

Technical direction and general supervision is provided by the Public Education and Information Officer, but the employee is expected to exercise considerable independent judgment at times to accomplish assigned tasks.

Assignments are made orally or in writing and work is reviewed through observation of results obtained, educational programs conducted, conferences, and periodic reports.

**ESSENTIAL FUNCTIONS**

Essential functions are fundamental, core functions of the position and are not intended to be an exhaustive list of all job duties. These descriptions are descriptive and not restrictive; incumbents can complete job duties of similar kind not specifically listed here.

* Assist to develop, organize, and coordinate public education programs about prevention and control of mosquitoes and mosquito-borne diseases for a variety of audience types.
* Assist to develop and design age-appropriate, standards-based programs accompanied with curriculum.
* Help conduct programs throughout the schools and community.
* Represent the District at community fairs with an educational booth and outreach programs.
* Develop, implement, and maintain public and governmental relationships and partnerships with professional and civic organizations, special interest groups, and local school system.
* Create, edit, and publish literature, brochures, newsletters, special reports, graphics, and video material as needed about mosquito control for public distribution.
* Plan, organize, and conduct demonstrations and displays for mosquito biology and control at special events, county fairs, conferences and schools, and festivals.
* Keep and maintain all equipment and facilities for public education and employee training in good, working condition.
* Stay informed and up to date on the mosquito control industry and techniques.
* Assist in gathering, planning, creating, and distributing District relevant information via appropriate media outlets.
* Assist in the content creation for the District’s webpage.
* Maintain presence across various and relevant social medial platforms.
* Develop processes for gathering public input on key initiatives and issues.
* Develop and maintain department supplies, including District giveaways.
* Assist the Entomology Department by setting and collecting traps when needed.
* Assist other departments when available and necessary.
* Perform other duties as assigned.

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| **Knowledge, Skills and Abilities** |

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the Education series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

* Experience and knowledge of multi-media, print, and audio-visual production, communication, and dissemination techniques and methods for showing and promoting the District’s service and mission.
* Comprehensive knowledge of current best practices in public relations, marketing, communication, community relations, and public affairs.
* Knowledge of mosquito control techniques and practices within the first 3 months of employment.
* Knowledge of Next Generation Florida Sunshine State Standards within the first 3 months of employment.
* Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
* Excellent interpersonal, communication, presentation, and comprehension skills, verbally and in writing.
* Ability to differentiate between audiences and target messaging.
* Ability to establish and maintain effective working relationships with other staff, citizens, teachers, partners, other governmental agencies, and the business community.
* Maintain adaptability and flexibility.

**JOB REQUIREMENTS**

**JOB REQUIREMENTS for Public Education Specialist**

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

* Must have a Bachelor’s degree, preferably with a focus on the biological sciences, education, OR communications. 3 years’ experience working for a mosquito control program could be substitutes in lieu of degree.
* Prefer to have a Professional Florida Educator’s Certificate.
* Must have good skills in instructing and speaking to small and large groups, social awareness, classroom management, and flexibility to handle difficult situations.
* A minimum of 3 years preparing and delivering outreach presentations to the public preferred.
* Have excellent computer skills including proficiency in Microsoft Office.
* Be able to interact efficiently and cooperatively with the public in a courteous manner.
* Highly motivated, organized, reliable self-starter who needs little supervision to achieve District goals.
* Ability to travel when necessary to attend conferences and meetings.
* Flexibility in work schedule which sometimes includes working nights, weekends, and holidays.
* Experience with WordPress is preferred
* Must possess a valid Florida Driver’s License or must obtain within one (1) month of employment.
* Must hold a current Public Health Pest Control License issued by the State of Florida DACS or must obtain within six (6) months of employment.
* Must be legally allowed to work in the United States

**COMPENSATION and SALARY RANGE**

1. The salary for the Public Education Specialist falls within the District’s 107 Pay Grade. Employees with this classification are not eligible for overtime. Salary of new hires may observe more aggressive adjustments in the first few years of employment. Raises are reflective of COLA and merit.

1. Employees of this class shall receive medical benefits and are eligible for enrollment in the Florida Retirement System.

**Physical Requirements/Work Environment:**   
The physical demands and work environment characteristics described here 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 essential functions.

**Physical Requirements:**

Light physical activity is required on an occasional basis including lifting up to thirty-five pounds, reaching and pulling with arms, stooping, kneeling and bending, walking, standing and climbing stairs. Excellent vision, both close and distance, is frequently required.

**Work environment:**

The work environment is usually an office, school room or vehicle, but occasionally could include helicopters, airplane hangars, and workshops. Occasional exposure to all types of weather is required when the position is working outside, exposed to sun, rain, mud, and insects. Occasional regional and national travel may be required. Noise level is usually low but occasional exposure to moderate noise levels when around aircraft or spray machines. Working around chemicals, which are stored, handled, applied/used, and disposed of according to exact labeling instructions, is required occasionally.

**Additional Notes:**

Our organization will change to meet the needs of public health, environmental conservation, and the District, as such, expect, anticipate, and assume that this job description will change to meet these challenges.