



Spring Lake Park – Blaine – Mounds View Fire Department

Community Relations Assistant

Division/Department:	Community Relations	
Location:	Varies	
Job Title:	Community Relations Assistant	
Reports To:	Chief of Administration & Community Relations	
Compensation:	Hourly rate of \$20.00.	
Benefits:	Uniform provided. Use of company vehicle while working. Physical workout equipment use. Training and professional development. Working alongside firefighters and education staff in a dynamic organization. Limited flex hours.	
Level/Grade:	Type of Position:	Hours: Varies
<ul style="list-style-type: none">Public Educator/Grade 4	<ul style="list-style-type: none">Part-time	<ul style="list-style-type: none">Non-Exempt

General Description

Under the general supervision and direction of the Fire Chief, and reporting to the Community Relations Specialist, the primary duty of this position is to provide fire and life safety education to the public. Additional responsibilities include: data entry, coordination of fire prevention events, and assist with public relation events.

Essential Duties and Responsibilities

1. Perform and participate in fire prevention activities such as: business safety days, school and daycare programs, station tours, and home safety visits
2. Perform and participate in fire education activities such as: CPR and First Aid classes, fire extinguisher training, home safety visits, and live demonstrations.
3. Perform and participate in public relation activities such as: city parades, truck and equipment demonstrations, group presentations, and community appearances.
4. Develop external media to include brochures, articles, handouts, short clip PSAs, and publications.
5. Attend in house training and outside training as directed.
6. First Due data entry and extraction to determine risk analysis and develop programs or solutions to reduce occurrence or severity.
7. Display a positive attitude toward community relations and public service by dealing constructively and courteously with the community.
8. Maintain a safe, clean, and organized work environment.
9. Other duties as assigned.

Knowledge, Skills, and Abilities

1. Knowledge of principles and processes for providing exceptional customer service.
2. Knowledge of driver safety and the importance of maintaining a safe driving record.
3. Actively looking for ways to help others.
4. Teaching others how to do something well.
5. Selecting and using training/instructional methods and procedures appropriately.
6. Ability to manage one's own time effectively.
7. Ability to follow verbal and written instructions.
8. Ability to establish effective working relationships with staff members, other agencies, and the general public.
9. Ability to deal with the public confidently and effectively in a positive manner in all methods of communication.
10. Ability to handle and protect confidential information.
11. Ability to speak in front of large and small groups of a wide variety and very diverse demographic.

12. Ability to communicate effectively in English, both verbally and written.
13. Computer skills and knowledge of software applications in word process, web, database and visual presentation (i.e. MS Word, Excel, PowerPoint, First Due, Access)
14. Average mechanical aptitude.
15. Ability to operate audiovisual equipment.
16. Basic knowledge of fire hazards, fire safety, and injury prevention methods.
17. Organizational planning skills.
18. Ability to handle and protect confidential information.
19. Ability to communicate effectively with all parties within and outside of the department.
20. General knowledge of equipment, apparatus, and fire department operations.

Minimum Requirements

1. Must be 18 years of age.
2. High School Diploma or equivalent.
3. Valid Class D Minnesota Driver License.
4. Available primarily during weekday hours of 0800-1800 and some weekends.
5. Non-tobacco user while a member of the fire department.
6. Passage of all annual requirements and proficiencies: 8 out of 10 monthly meetings, at least 20 hours of performance per month (event dependent), driving proficiency, and certifications determined by supervisor.
7. Fire Instructor 1 – MN State Certification (must possess within 12 months of hire).
8. American Heart Association First Aid & CPR Instructor (must possess within 12 months of hire).

Desirable Qualifications

1. EMS certification (Emergency Medical Responder or Emergency Medical Technician).
2. Firefighting or Fire Explorer experience.
3. Teaching experience (youth, adolescent, or adult).
4. An understanding of human development and child/adult learning characteristics.
5. Minnesota Fire Certification Board certifications (Including FFI, FFII, Fire Apparatus Operator, Fire Officer, Fire Inspector, Hazmat Operations, Hazmat Technician, etc.).
6. Reside within the cities of Spring Lake Park, Blaine, Mounds View, or within 30 minutes of an active SBM fire station.
7. 2 year Associate Degree in Fire Science or related field.
8. Knowledge of the cities we serve including its demographics, school systems, local organizations, geography, community programs, and public services.

Process

1. Application period – Closes one position is filled. Applications to be dropped off at department headquarters during the hours of 5 AM - 5 PM or emailed to Nstreich@sbmfire.org
2. Interviews: throughout the month of September
3. Conditional Offer: October 2024
4. Deadline to Complete Psychological Evaluation and Medical Examination: November 2024
5. Start Date: Mid-Late October 2024

Hours

Hours will vary in this position and be flexible to meet the needs of the department and community. The Community Relations Assistant should expect to work 5-10 hours per week on average. Available primarily during weekday hours of 0800-1800 and some weekends.

Probationary Period

This position is subject to a 12-month probationary period as set forth in a Conditional Offer.

Disclaimer

1. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

2. This description reflects management's assignment of essential functions. It does not proscribe or restrict the tasks that may be assigned and may be modified at any time.

Non-Discrimination


We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Reviewed By: M. Montain, A. Scavo, D. Anderson, M. Grantz

Approved: D. Retka

Date Posted: August 7, 2024

Posted By: Natalie Streich

APPLICATION FOR EMPLOYMENT		Date Received:	Office Use Only	
 <p style="margin-top: 20px;">Mailing Address: Spring Lake Park Fire Department, Inc. 1710 County Highway 10 NE Spring Lake Park, MN 55432 Telephone: 763-786-4436</p>				
		Email Address:		
Title of specific position for which you are applying: <u>Community Relations Assistant</u>		Date of application:		Date available for work:
Last Name:		First Name:		Middle Name:
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, state date of birth:		Home Telephone:		Business Telephone:
Street address:		City:		State and Zip Code:
Were you referred to by a member of the SBM Fire Department? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name Relationship:				
Employment condition desired: <i>(check one) (check one)</i> <input type="checkbox"/> Regular <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time		Have you previously been employed by the Spring Lake Park Fire Department? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date: Position:		
If position involves driving, please indicate driver's license number: Number: State: Class:				
EDUCATION: Did you graduate from high school or receive a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No School attended: How many years of education have you had? (circle one) 7 8 9 10 11 12 13 14 15 16 17 18 19 20				

Names and locations of colleges, universities, technical schools	Did you graduate?	Certificate/Degree:	Course of Study:
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Employment Firm:		Length of Employment:	
Address:		From:	
Telephone Number:	Supervisor:	To:	
Your Title:	Supervisor's Title:	Total:	
Number and type of positions you supervised:		Hours per Week:	
Principal Responsibilities – Be Complete		Last Salary:	
		Reason for Leaving:	
		May we contact your present employer?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		If No, explain:	

Employment Firm:		Length of Employment:	
Address:		From: <i>Month</i> <i>Year</i>	
Telephone Number:	Supervisor:	To: <i>Month</i> <i>Year</i>	
Your Title:	Supervisor's Title:	Total: <i>Month</i> <i>Year</i>	
Number and type of positions you supervised:		Hours per Week:	
Principal Responsibilities – Be Complete		Last Salary:	
_____		Reason for Leaving:	
_____		May we contact your present employer?	
_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	

<hr/> <hr/>	If No, explain:
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Copy this page if you wish to provide further employment history.

Relevant current professional memberships, registrations, or licenses. Include date when first issued.

JOB-RELEVANT VOLUNTEER AND UNPAID WORK EXPERIENCE:

Kind of volunteer activity (Do not specify organization)	Major responsibilities	# Hours per month	Years	
			From	To

Describe any additional experience or training that qualifies you for this job:

In accordance with the Immigration Reform and Control Act of 1986, the Spring Lake Park Fire Department hires only U.S. citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

Minn. Stat. Sec. 518.611, Subd. B requires employers to obtain information from all new employees regarding court-ordered child support obligations that are required by law to be withheld from income. If hired, you will be required to provide such documentation. Failure to provide said documentation will result in dismissal.

Have you been convicted of a misdemeanor, gross misdemeanor, or felony? You may answer "No" if the conviction or criminal records have been annulled or expunged. Yes No If "Yes", please attach a separate sheet with explanation. Information concerning this question will not be used to automatically bar you from employment unless it is related to the position which you are seeking.

Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty? Yes No If "Yes", are you a permanent resident of the State of Minnesota? Yes No

Describe your duties and any special training:

If you are hired for this position, you may be required to undergo a physical examination at this employer's expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner, and whether or not accommodations are necessary for you.

REFERENCES: Give the names of four people other than relatives who can be contacted regarding your qualifications, work habits, and character.

Name	Address	Telephone Number	Position and Relation to your Work

The Spring Lake Park Fire Department does not discriminate based on handicapped status in the admission or access to, or treatment or employment in, its programs or activities. It is the policy of the Spring Lake Park Fire Department to provide reasonable accommodations to the known physical and mental limitations of qualified handicapped applicants and employees for them to perform the essential functions of the job in question.

THE SPRING LAKE PARK FIRE DEPARTMENT IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Signature

The Spring Lake Park Fire Department has the right to verify information provided in this application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in the interview which may be discovered now or anytime in the future. False information or misrepresentation may also subject me to the penalty provision of Minn. Stat. 43A.39.

In connection with his application for employment, I authorize the Spring Lake Park Fire Department and any agent acting on its behalf to conduct any inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the Spring Lake Park Fire Department and any agent acting on its behalf from any and all liability of whatsoever nature by reason requesting such information from any person.

YES

YES, but not resent employer until job is offered.

NO (We may be unable to hire you without this information.)

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read, and I understand the information below.

Date:

Signature:

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with Minn. Stat. 13.43, Subd. 2). If you become employed by the Spring Lake Park Fire Department, the data will be available to the Department of Finance, the Internal Revenue Service and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the Executive Assistant by letter.

Private Data	Why We Ask For It	Are You Legally Obligated To Provide It	What May Happen If You Don't Provide It
Social Security Number	To distinguish you from all other applicants and to make processing more efficient.	No	In most cases, nothing. However, it will help ensure that your records are not confused with those others.
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be the cause for rejecting an application.
Date of Birth (when requested on a separate form)	To distinguish you from all other applicants.	No	Failure to provide information may be the cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be the cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview	No	We may not be able to employ you in certain jobs when you may be

	and to notify you when we need you to work on short notice.		required to come to work on short notice.
Sex, Racial/Ethnic Group, Handicapped Status, Veteran Status (This information is requested on a separate form)	To be able to make Equal Opportunity reports as required by law.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Conviction Record	To determine whether we may legally accept an application from you to determine whether your record may be job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be ground for dismissal.