

Educational/Informational Representatives

Job Code	Job Title	Pay Grade
8183A6	Educational/Informational Representative I	21
8184A6	Educational/Informational Representative II	24

CONCEPT:

Providing instructional or informational presentations to individuals, groups or organizations.

TASKS:

- Provides information to individuals, groups, and organizations; answers inquiries from the audience to expand or reinforce the details of the presentations.
- Presents instruction in subjects such as safety, energy conservation, general first aid procedures, school transportation, cardio pulmonary resuscitation, and health and hygiene.
- Reviews audience feedback materials and researches new ideas to reinforce the theme and improve the content of the presentations.
- Participates in creating and revising materials such as written articles, brochures, scripts, exhibits, displays, and audio-visual aids and disseminates informational materials to interested individuals, groups and organizations.
- Schedules and arranges presentations before the public; engages other speakers for presentations.
- Develops, modifies and presents programs, lectures, tours, outreach programs, field trips, workshops, media programs, special events and seminars created to inform individuals, groups or organizations on agency programs or operations and any related regulations and procedures; identifies program objectives and subject content.
- Develops and presents instruction in subjects such as safety, first aid procedures, cardio pulmonary resuscitation, health and hygiene, etc.
- Consults with individuals, groups, organizations to explain or promote agency programs or operations.
- Markets agency programs or operations by preparing and producing a variety of informational media such as brochures, magazine or newspaper articles, audio visual aids, radio or television scripts, exhibits or displays; disseminates the information to interested individuals, groups and organizations.
- Analyzes and makes recommendations regarding participation in agency programs or operations; explains the qualifications and enrollment procedures necessary for participation in agency programs or operations.
- Prepares and maintains records and reports regarding informational activities.

LEVELS OF WORK

- Class Group consists of two classes.

Educational/Informational Representative I - Presents information to individuals, groups and organizations; assists in creating or revising the theme and content of presentations and constructs related informational materials; schedules and participates in informational sessions, tours, and lectures.

Minimum Requirements: Six months of experience in developing and delivering informational or educational presentations. Education may be substituted for experience as determined relevant by the agency.

Educational/Informational Representative II – At this level, the employee is developing the programs and explaining or promoting agency programs or operations, and ensuring that participants or members are complying with any applicable laws, regulations or procedures. Analyzes feedback and makes recommendations to increase participation. This employee will also market the programs and disseminate the information out to interested individuals, groups or organizations.

Minimum Requirements: One year of experience in developing and delivering informational or educational presentations. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

REV: 6/24