



CLASSIFICATION NO. 319
Established: 7/22
FLSA: Non-Exempt
EEO: 5

SAFETY EDUCATION ASSISTANT (Seasonal Temporary)

CLASS CHARACTERISTICS

Under supervision to educate, engage, and interact with a variety of stakeholders regarding safety related issues; promote program goals and initiatives through community engagement and outreach; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Transportation and Development promotes and conducts community education in a variety of settings to reduce injuries and fatalities on roadways.

The Safety Education Assistant is a seasonal, entry-level, community engagement classification for a specific program within the Department of Transportation and Development. Safety Education Assistants are active in the community educating a variety of stakeholders on importance of a multitude of safety initiatives at community events, county fairs, schools, safety fairs, etc. Incumbents promote safe driving and traffic practices which seek to change and establish safe driving behavior and culture in the community.

The Safety Education Assistant differs from a Program Aide 1 in that the latter provides routine, basic program support by maintaining program records, and communicating basic program policies and procedures.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Attends community events, fairs, festivals, and school events to educate youth and adults on general traffic safety including pedestrian and traffic safety; performs demonstrations and presentations in formal and informal settings.
2. Picks up and transports required equipment and materials to the assigned location.
3. Visits schools and senior homes in Clackamas County and educates students and residents regarding traffic safety.
4. Ensures sufficient volunteers are present for events; monitors the volunteers at the various safety stations and coordinate breaks throughout the day for volunteers at events.

5. Works with county partner agencies to ensure compliance with traffic safety laws for all road users by targeting behaviors most commonly associated with serious crashes; works with community groups, teachers, police officers and sheriffs, business associations, volunteers, sponsors, and other partner organizations to market County programs and initiatives.
6. Evaluates (in written reports) presentations given and events attended.
7. Performs other duties as required.

REQUIRED KNOWLEDGE AND SKILLS

Some Knowledge of: Techniques and procedures used in gathering and transmitting information in both written and verbal form; basic math; English grammar and composition; basic record keeping procedures and techniques; interpersonal communication principles and techniques; regulations, policies, services and mission of specific program assignments; office procedures, practices and equipment, including computer keyboard operations; principles of cultural sensitivity; community resources; office equipment including personal computers and software programs.

Skill to: Effectively organize work and follow both written and verbal directions; operate office or specialized equipment related to program area; communicate effectively, both orally and in writing with staff, provide customer service to the general public and clients; relate to a wide variety of people of varying ages, cultural, socioeconomic backgrounds and needs; maintain records, perform basic data entry and retrieval, word processing and filing tasks; establish and maintain effective working relationships with stakeholders, other employees and the general public; work effectively as a team member to provide services to clients and the public.

WORKING CONDITIONS

Duties are performed indoors and outdoors; incumbents work with varied socioeconomic groups. Duties often include driving to different locations and presenting/educating safety related trainings. Regular interactions with stakeholders. Duties may include packing, carrying, lifting, and setting up displays or booths as part of presentations which requires lifting a minimum of 20 pounds.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Some positions require working evenings and weekends.

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Some position may require driving for County business on a regular basis or to accomplish work. Incumbents must be 18 years of age to comply County driving policy, possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 9/23