



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>EDUCATION &amp; INFORMATION OFFICER</b>	<b>35</b>	<b>B</b>	<b>5.160</b>

Under general supervision, Education and Information Officers research issues of concern to the agency and the relevant target population; develop, coordinate and/or present educational programs; review, revise and monitor courses of instruction to reflect current marketplace and applicable law; audit instructor presentations to ensure quality instruction is provided in accordance with program requirements; facilitate communication among the target population and State and federal agencies; develop media releases, newsletters and informational brochures. Areas of specialization include: securities, real estate, mortgage lending, public safety and health.

Conduct community outreach efforts; develop, create and analyze needs assessments, surveys and evaluations to determine community attitudes and the target population needing education in a specific area; participate in community groups, professional organizations and agency meetings; create awareness of personnel and budgetary resources available; encourage activities to share information and solve problems of interest.

Research current information on relevant issues in response to inquiries from the public, media, and various agencies and groups; advise and give technical assistance; participate with public and private agencies and organizations in coordinating educational efforts.

In accordance with agency policies, initiate and establish rapport with the media in order to promote public education; receive inquiries from any media source; acquire information from appropriate sources and ensure accuracy of information released; write and distribute press releases, columns, and articles.

Educate the public and professionals regarding agency programs; develop and/or present educational programs; determine the target group and which educational methods to use; develop appropriate curriculum with specific goals, objectives and activities; understand, develop and use electronic methods of instructional delivery; design visual aids and education materials; coordinate, schedule and conduct presentations.

Manage grant funded education programs; prepare requests for proposal; evaluate proposals for approval or prepare submissions for committee evaluation; chair a selection committee; prepare program budgets; develop and/or monitor contracts and cooperative agreements; present curriculum to a commission for approval; approve expenditure of funds.

Review, revise and monitor educational programs required for licensure to ensure programs are in compliance with statutory requirements and current marketplace; review and recommend approval or disapproval of courses of instruction and instructors; recommend course accreditation; establish and implement procedures for conducting audits of pre-licensing, continuing education courses and instructor presentations; establish and implement procedures for acceptance of alternative education courses; investigate and recommend resolution of student complaints.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in an area of specialization relevant to the agency to which assigned and two years of professional experience which included responsibilities for researching, writing, instructing, and presenting informational and educational material; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** research methods and statistical analysis; media reporting, to include effective methods and practices for developing and presenting information to each medium; desktop publishing, printing/typesetting terminology, layout and format design; word processing, spreadsheet, and presentation software; videoconferencing, webinar and other related media. **General knowledge of:** a variety of effective education methods and techniques relating to children, teenagers and/or adults. **Ability to:** gather, catalog, and disseminate a wide variety of information pertaining to the target population; scan materials quickly and assimilate pertinent and relevant facts; write grammatically correct articles, press releases, technical reports, and educational materials in a clear and concise manner; persuade, encourage, inform, and generate interest and enthusiasm through oral presentations and written communications; establish and maintain cooperative working relationships with co-workers, various agencies and organizations, the media, and the public.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** relevant State and federal laws and regulations; relevant State and agency policies and procedures; related agencies and organizations, their services, roles and responsibilities. **Ability to:** read technical and legal documents and interpret them to the layperson and the media; negotiate, exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions; create a budget to control expenditures of income; inspect applications, course materials, and transcripts and judge whether they are similar to or different from prescribed standards; discuss a variety of job-related topics on short or no notice; prioritize assignments in order to complete work in a timely manner when there are pressures of deadlines, competing requirements and a heavy workload.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

#### 5.160

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