



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>
EDUCATION & INFORMATION OFFICER	35	B	5.160

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.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in an area of

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

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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