

CSC Adopted: October 2001, CSC Revised: _____

Class Title: Education Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Presents education programs. Conducts off-site outreach programs. Plans, researches, develops, and coordinates program curriculum. Interacts with patrons to provide assistance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Conducts educational programs for patrons by using chemicals, electricity, and large props, utilizing the aquarium during presentations, and performing off-site outreach programs and demonstrations.
2	L	Plans and coordinates program curriculum by conducting research, preparing supplies and materials, and developing schedules.
3	L	Works with volunteers and assistants by helping with recruiting, training and monitoring staff, and maintaining personnel files.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor’s degree or equivalent.
Experience	One year in the guest relations field.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read training materials, maps, internet information, research books, instructions, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write purchase orders, instruction guides, curriculum scripts, and general correspondence.
Managerial	Managerial responsibilities include directing activities and training of various personnel.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Presentations / programs, working in the aquaria
Sitting	O	Computer, desk work, meetings, attending the touch tank
Walking	F	To/from various areas of Center
Lifting	F	Loading / unloading program props and equipment
Carrying	F	Program props and equipment
Pushing/Pulling	F	Program carts, animal tank nets
Reaching	F	Program props and equipment
Handling	F	Animals, chemicals, electrical equipment
Fine Dexterity	F	Computer keyboard, writing, telephone keypad
Kneeling	R	Obtaining props from low areas
Crouching	R	Obtaining props from low areas
Crawling	N	
Bending	F	Obtaining props from low areas
Twisting	F	During presentations, loading / unloading props
Climbing	O	Stairs
Balancing	N	
Vision	C	Computer monitor, props, reading, writing, observing visitors
Hearing	C	Communicating with personnel and general public, meetings, telephone
Talking	C	Communicating with personnel and general public, interpreting programs, telephone
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Education program props - liquid nitrogen, hydrogen, oxygen, electrostatic generator, fire extinguisher, flammable chemicals, chemistry glassware, live animals, carts, microphone, communication radios, television, VCR, laser, copy machine, fax machine, telephone, general office supplies, vehicle, computer, printer, digital camera, standard Microsoft Windows and Office software, internet, Vista32

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	S
Chemical Hazards	D	Extreme Temperatures	W
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	D	Wetness/Humidity	S
Communicable Diseases	S	Darkness or Poor Lighting	N
Physical Danger or Abuse	D		
Other (see 1 below)	D		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

- (1) Explosive and electrical props, lifting heavy props
- (2) Science Center - classrooms and office

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, goggles, earplugs

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)