



Vacancy Announcement

EL DORADO COUNTY COMMUNITY WILDFIRE PROTECTION COORDINATOR

BACKGROUND:

Resource Conservation Districts are grassroots government organizations that advise and assist individual landowners and public agencies in planning and implementation of conservation practices for the protection, restoration, or development of land, water, and related natural resources. The El Dorado County Resource Conservation District (1940) and the Georgetown Divide Resource Conservation District (1953) - (RCD's) are local, independent, non-enforcement, non-regulatory, self-governed districts organized under Division 9 of the Public Resources Code. Each RCD advises and assists individual landowners and public agencies in planning and implementation of conservation practices for the protection, restoration, or development of land, water, and related natural resources.

The Coordinator reports directly to the El Dorado & Georgetown Divide Resource Conservation Districts (RCD's); specifically, the District Manager, and is responsible for the development of the El Dorado County Strategic Wildfire Protection Strategy. Coordination with the County of El Dorado, Fire Safe Council, and other stakeholders is key in achieving successful outcomes and accomplishments.

POSITION: The Coordinator position is derived through the collaborative of designated wildfire mitigation groups within the county and, staff at the California Fire Safe Council, to build a coordinated, county-wide wildfire mitigation strategy. The primary goals of the position are to educate, encourage, and develop county-wide collaboration and coordination among wildfire mitigation groups, helping to improve overall wildfire resiliency strategies and community preparedness. These goals will be accomplished by building relationships between existing wildfire mitigation groups, connecting these groups with county-level emergency management officials, collaborating on fire mitigation projects, sourcing and assisting with county-wide wildfire grant applications, and performing outreach and communication across the county.

APPOINTMENT: The El Dorado County Community Wildfire Protection Coordinator (Coordinator) is a full-time, non-exempt, 18-month term position. The term may be extended depending on funding.

POSITION FUNDING: The position of Project Coordinator is funded at a rate of \$32.00 per hour plus benefits.

MINIMUM QUALIFICATIONS:

- 4-year degree with a major in public administration, natural resources or related field,
- Minimum of three -years' experience in resource management or related field,

- Familiarity with Federal, State, and local agencies and their respective authorities,
- Ability to learn rapidly,
- Demonstrated responsiveness to district needs and organizational skills,
- Familiarity with El Dorado County Natural Resource Issues,
- Valid California Driver's License.

Duties:

- Coordinate and participate with existing wildfire mitigation groups, including the County Fire Safe Council, South Fork American River Cohesive Strategy, Regional Forest and Fire Capacity Program, Eastern and Sierra Prioritization Group, and community stakeholders to identify points of contact, collaboration efforts, and projects.
- Build a system to track these groups including researching and implementing software and project management tools.
- Analyze gaps in county-wide wildfire resiliency and emergency preparedness and developing recommendations to fill these gaps.
- Actively participate in learning experiences (webinars, fire prevention classes/courses, industry related certification), as available, to gain and maintain proficiency as subject matter expert in wildfire mitigation procedures, and disaster preparedness.
- Assimilate and effectively discuss wildfire related issues with local governmental and community organizations throughout the County. Respond to public and community inquiries as appropriate.
- Facilitate, organize, or participate in outreach activities to educate people about fire prevention, hardened homes, defensible space, and other fire safety and resiliency-related activities and projects.
- Assist in evaluating grant applications as appropriate.
- Assist with/produce "white paper" documents to enhance funding efforts.
- Attend regional and statewide meetings as appropriate.
- Participate in monthly check-in meetings with CFSC staff and quarterly meetings with state/regional/county coordinators and other interested county-wide wildfire mitigation groups.
- Helping wildfire mitigation groups to coordinate and connect their existing and planned wildfire mitigation projects.
- Other duties as assigned.

EXPECTATIONS AND OUTCOMES INCLUDE:

- Participate in monthly check-in meetings with CFSC staff and quarterly meetings with state/regional/county coordinators and other interested county-wide wildfire mitigation groups.
- Identify, summarize, and report on local groups, grants, and projects within each county at the onset of the grant project and the conclusion of the grant project.
- Track and monitor collaborative efforts, tasks, meetings, workshops, and plans developed by the County Coordinator during the project window.
- Submit quarterly programmatic and fiscal reports.
- Prepare and submit an initial work plan and strategic priorities over the course of the grant term.
- Track all engagements with county contacts and groups.
- Gap analysis report.
- Attend monthly check-ins with California Fire Safe Council (CFSC) staff.
- Provide CFSC with a comprehensive final report at the close of grant term, including outcomes, successes, and recommendations

The ideal candidate for the County Coordinator is someone with a background in community- level advocacy and demonstrated leadership skills working with a broad range of individuals and organizations. The candidate should have an ability to think strategically and creatively about the state of wildfire in California. Three or more years actively working in the wildfire resiliency and/ or emergency preparedness space, whether through local or county-wide Fire Safe Councils, Resource Conservation Districts, or within a county level department or agency, is preferred.

To Apply: Interested candidates must submit a resume, cover letter and three professional references by 4:00 p.m., Friday, March 11, 2022. Applications received after that date may NOT be considered. Mail complete packets to: El Dorado County & Georgetown Divide Resource Conservation Districts, 100 Forni Road, Suite A, Placerville, CA 95667. Please clearly identify position being sought in first sentence of the cover letter.

The Resource Conservation Districts prohibit any discrimination in their programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or familial status.