



COUNTY COORDINATOR

DEFINITION:

Under supervision of the Emergency Services Manager of the Office of Emergency Services and guided by general policy direction, the County Coordinator will partner with representatives from Inyo County, established wildfire mitigation groups (fire safe councils) within the county, the California Fire Safe Council Regional Coordinators, local volunteer fire departments, local tribal entities and landowner/management agencies to build a coordinated, county-wide wildfire mitigation strategy. The position will educate, encourage, and develop county-wide collaboration and coordination among wildfire mitigation groups, improving overall wildfire resiliency strategies and community preparedness. The County Coordinator will build 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.

ESSENTIAL JOB DUTIES:

A successful candidate will develop a census of all active wildfire mitigation groups, community stakeholders, landowner/management agencies, local tribes, contact points, and current collaboration efforts and projects. The candidate will build a system to track these groups and efforts, including researching and implementing software and project management tools and integrate this information into a regional database. The candidate will develop relationships with these groups and host regular communications/meetings between existing wildfire mitigation groups and county-level officials; will develop a mechanism to improve and maintain outreach and coordination efforts with stakeholders; will analyze gaps in county-wide wildfire resiliency and emergency preparedness and develop recommendations on how to fill those gaps; will schedule meetings with wildfire mitigation groups to coordinate and connect their existing and planned wildfire mitigation projects, will build a system to track groups/projects and will become a stakeholder in the Regional Forest and Fire Capacity Program to assure local projects are integrated into the regional database; will assist with grant sourcing and provide technical support with county-wide wildfire grant applications.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Prepares and submits an initial work plan with strategic priorities over the course of the grant term.
- Examines and reviews existing local emergency/preparedness/mitigation plans and develops a process on how these plans can align with each other when addressing wildfire mitigation activities/projects.
- Identifies, summarizes and reports on local groups, grants, and projects within the county at the onset of the grant project and the conclusion of the project.
- Organizes and facilitates regular meetings and workshops with local fire mitigation groups, local tribes, local volunteer fire departments and land owner/management agencies to build collaborative networks and disseminate best practices and resources.
- Track all engagements with county contacts and groups.
- Report on current wildfire mitigation programs and projects and identify gaps in wildfire resiliency programming.
- Attend monthly check-ins with the California Fire Safe Council Regional staff.
- Participate in quarterly meetings with County Coordinators as well as state/regional stakeholders and other interested county-wide wildfire mitigation groups.

- Develops, presents, and measures effectiveness of various wildfire prevention and public education programs.
- Submit funding reimbursement requests and quarterly reports to the California Fire Safe Council.
- Provide the California Fire Safe Council with a comprehensive final report at the close of the grant term, including outcomes, successes and recommendations.

EMPLOYMENT STANDARDS:

Education/Experience: Any combination of education, skills and experience that demonstrate an ability to excel in the position may be considered. Typical demonstration of such education and experience might include a degree in Emergency Management or a related field; at least five (5) years of progressively responsible full time experience actively working in wildfire resiliency, fire prevention and/or the emergency management/preparedness field, whether through local or county-wide Fire Safe Councils, Resource Conservation Districts, or with a county/state/federal level department or agency. Private-sector skills and experience with a demonstrated transferability may also be considered.

Knowledge of:

Theory, principles, practices, techniques, technology and systems in the field of disaster and emergency management/preparedness for a public organization; Federal, state and local laws and regulations applicable to disaster preparedness planning and program management; community level advocacy and leadership experience working with a broad range of individuals and organizations; ability to think strategically and creatively about the state of wildfire in California; experience and understanding of working in the Wildland Urban Interface on promoting wildfire resiliency and preparedness

Typical Physical Requirements: Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required. Repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required for verbal communications. Ability to use a variety of office equipment and machines as referenced. Good memory and recall is necessary for the accurate and timely transfer of data/information.

Special requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency. May be required to work flexible hours including evenings and weekends on some occasions. Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must maintain insurability under the County's vehicle insurance policy. Must successfully complete a pre-employment background investigation. This position may be required to serve as a Disaster Service Worker during a County emergency.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.