



G L E N N C O U N T Y

R E S O U R C E C O N S E R V A T I O N D I S T R I C T

VACANCY ANNOUNCEMENT FOR FUELS REDUCTION & FIRE PREVENTION EDUCATION PROGRAM COORDINATOR

Since 1960, formally known as the Elk Creek Soil Conservation District, the Glenn County Resource Conservation District (RCD) has engaged farmers, ranchers and the community in protecting our resources through a variety of educational and outreach programs. The RCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a seven-member, volunteer Board of Directors appointed by the Glenn County Board of Supervisors. The RCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long Range Plan to address resource concerns and opportunities. The RCD's Mission is "*To promote a sustainable, economically healthy county through services and management of natural resources while maintaining a desirable environment and addressing local resource issues and opportunities in a timely manner*". To achieve this mission, the RCD has a variety of projects through grants, contracts and special enterprise projects. The RCD works closely with private landowners and land managers, the community, schools, local, state and federal agencies, and is very much partnership focused.

The RCD is currently accepting applications for a new Fuels Reduction & Fire Prevention Education Program Coordinator position. The position could be full- or part-time for approx. three years depending on the candidate's interest. The position is a Non-Exempt temporary position which is contingent upon available funding.

This position, based at the USDA Service Center/Glenn County RCD, 132 North Enright Avenue, Suite C in Willows, California 95988, is in the heart of the Sacramento Valley, Northern California. Mendocino National Forest makes up the western side of Glenn County while the Sacramento River on its eastern side; agriculture and the Sacramento National Wildlife Refuge fill the middle with a variety of wildland urban interfaces (WUIs).

GENERAL JOB DESCRIPTION:

The Glenn County RCD's Fuels Reduction & Fire Prevention Education Program Coordinator reports to the Executive Officer and is responsible for assisting in the RCD's business consistent with the strategic plan, goals and objectives, and policies and procedures of the RCD. The position requires an ability to work as part of a team but primarily will be working independently to complete duties. This position must have the ability to work flexibly within a set of wide-ranging and often changeable tasks.

QUALIFYING SKILLS:

- Bachelor degree, or equivalent education and experience in fuels reduction projects and/or community fire prevention education.
- Familiarity of proper ways to reduce the threat of wildfires in communities and around structures.
- Strong customer service and partnership building skills.
- Strong verbal and written communication skills.

- Ability to offer education to multiple groups and schedule presentations/activities accordingly.
- Organized and detailed oriented.
- Ability to write and develop project reports, correspondence and other written materials.
- Knowledge and experience working with computers. Ability to type, email and use Microsoft Office programs. Use of mapping tools helpful.
- Knowledge and experience using standard office equipment, including copier, phone system, and special equipment as needed.
- Ability to interpret and follow rules and regulations.
- Ability to lift up to 40 pounds.
- Valid CA State driver's license and proof of insurance.

DUTIES:

1. Implement project deliverables for the Glenn County RCD; in particular, tasks in grant agreements received from CAL FIRE, CA Fire Safe Council, etc. For example,
 - a. Develop interactive workshops with partner agencies and community participation.
 - b. Develop and conduct interactive activities to help with public and small group settings around the topic of fuels reduction and/or fire prevention.
 - c. Create and coordinate publications tailored to community needs.
 - d. Promote workshops/publications/project in general.
 - e. Enhance partnerships to support fuels reduction and fire prevention projects.
 - f. Facilitate update of Community Wildfire Protection Plan with stakeholders.
2. Read, interpret and continue assisting with implementation of the Glenn County Community Wildfire Protection Plan (CWPP).
3. Assist with grant/agreement proposal development, preparation and project/program implementation.
4. Assist with the RCD's outreach and educational activities, including production of materials (newsletters, pamphlets, surveys, etc.) and special events (workshops, etc.) to promote program.
5. Participate at monthly Board meetings and Committee meetings as needed, including preparing agenda packets for project updates, and complying with all Brown Act rules and regulations.
6. Assist with program annual budget, revenue and expense reporting, financial forecasts, audits, or any other information related to financial record keeping of projects.
7. Ensure that statutes and government rules and regulations pertaining to or affecting RCD operations are followed.
8. Other duties as assigned by the Executive Officer.

WAGE: Based on demonstrated experience.

BENEFITS: According to policy.

APPLICATION PROCESS: Send a cover letter, resume and a list of at least three work references to the following address or email by Noon, January 18, 2019.

Please include your desired number of hours worked per week.

**Glenn County Resource Conservation District
Attn: Kandi Manhart, Executive Officer
132 North Enright Avenue, Suite C
Willows, CA 95988**

EMAIL: kandi@glenncountyrcd.org

APPLICATIONS DUE By Noon, January 18, 2019.