

Mono County Wildfire Mitigation Coordinator Position Description

Mono County is seeking qualified candidates to fill a new fulltime position. The council is a non-profit corporation committed to protecting lives and property from harm by wildfires, and to educating the public on wildfire dangers and how to reduce them. The council supports projects that help make homes, neighborhoods, and communities fire safe by management of natural and man-made resources.

Position Description:

The Wildfire Mitigation Coordinator is specialized in organizing, coordinating, and assessing county-wide activities related to wildfire mitigation. The coordinator will complete a comprehensive review of existing wildfire mitigation groups and their projects and identify opportunities to improve partnerships, communications, and cooperation. The coordinator will facilitate building relationships between community partners and county emergency response personnel. The position reports to the Director of Emergency Management.

Duties and Responsibilities:

- Assess existing wildfire mitigation activities, resources, and information and compile a comprehensive assessment report.
- Liaise with wildfire mitigation groups to identify and define opportunities to coordinate efforts to prepare the county for wildfire.
- Increase opportunities for those engaged in preparing for wildfire to be informed about related county initiatives through social media and the website.
- Initiate strategies to build collaboration and information sharing among county-wide wildfire mitigation groups.
- Help prepare grant proposals, timeframes, budget and identify possible joint ventures to engage multiple wildfire mitigation groups.
- Monitor and track county-wide progress in outreach, education, emergency, and wildfire preparedness.
- Identify opportunities and strategies to expand existing projects like FIREWISE USA recognized communities and chipping availability throughout the county.
- Create and maintain comprehensive documentation, plans and reports which include the County-wide Community Wildfire Protection Plan (CWPP).
- Monitor and report on progress to Mono Basin Fire Safe Council, Mammoth Lakes Fire Safe Council, California Fire Safe Council, and Mono County according to grant timelines.

Expected Outcomes:

- Improve communication and coordination among the various wildfire mitigation groups in the county, leading to collaboration on projects directly addressing wildfire preparedness.
- Submittal of grant applications in partnership with wildfire mitigation groups.

- Development of a plan to improve Mono County's capacity to prepare for and respond to wildfire events.
- Closer adherence to and implementation of Mono County's CWPP and General Plan.
- Strengthen partnerships with tribes that have ties to the county.
- An increased number of functioning fire safe councils with active and resilient membership.
- Improved coordination with fire departments operating in the county.
- Single point of contact for the County for wildfire mitigation inquiries.

Job Qualifications:

- Must have 2-3 years of experience working in wildfire mitigation, emergency preparedness or another related field.
- Proven ability to identify and work with a variety of community and professional organizations
- Proven ability to establish and maintain strategic alliances and collaborations to achieve common goals
- Excellent organizational and time-management skills
- Experience with outreach and education, social media, and media relations
- Outstanding communication, interpersonal and leadership skills
- Experience in grant writing and fundraising
- Knowledge of Mono County environmental and ecological regulations, public education and/or working with underserved communities, and Spanish fluency are not required but would be beneficial.

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.

This is a grant funded position. Continuation of this position is contingent upon continued grant funding.

Application Process:

Please apply with Mono County Human Resources at hr@mono.ca.gov . We are seeking to fill this position as soon as possible.