



# 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

### **JOB OPPORTUNITY FOR FUELS REDUCTION & FIRE PREVENTION PROGRAM COORDINATOR**

8.15.2023

Since 1960, formerly 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 education, outreach and technical 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 newly developed **Fuels Reduction & Fire Prevention Program Coordinator** position. The position is currently full-time (40 hours per week); however, part-time may be considered depending on interest. The position is a Non-Exempt, Temporary position for an indefinite term.

The 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 with the Sacramento River on its eastern side; agriculture and the Sacramento National Wildlife Refuge fill the middle with a variety of landscapes to work and recreate in.

For additional information, visit [www.glenncountyr cd.org](http://www.glenncountyr cd.org).

#### **GENERAL JOB DESCRIPTION:**

The Glenn County RCD's Fuels Reduction & Fire Prevention Program Coordinator reports to the Executive Officer and is responsible for ultimately 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 cooperatively and responsibly as part of a team as well as independently to complete duties. This position must have the ability to work flexibly within a set of wide-ranging and often changeable tasks.

The Fuels Reduction & Fire Prevention Program Coordinator will be someone experienced in working on a variety of projects at once, including special projects. This position will have an emphasis working on agriculture, natural resource, and forestry based planning and implementation projects, will offer

technical services, and help drive on-the-ground programs of the RCD to achieve success. Experience in wildfire resilience is a must.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree, or equivalent education and experience in relevant field, such as agriculture, natural resources, forestry or similar substantive discipline.
- Familiarity of proper ways to reduce the threat of wildfires in communities and around structures.
- Familiarity and knowledge of California, in particular Glenn County, preferred.
- Strong project management skills, including ability to work with frequent interruptions and manage multiple priorities at once.
- Strong verbal and written communication skills.
- Strong interpersonal skills.
- Strong problem solving, critical thinking and adaptability skills.
- Organized and detailed oriented.
- Teamwork and collaboration skills.
- Ability to present to multiple groups and schedule presentations / activities accordingly.
- Ability to compose and produce, using keyboarding skills, written materials and reports.
- Knowledge and experience, including a high degree of comfort, working with computers.
- Ability to keyboard to produce emails and use current Microsoft Office programs, such as Word, Excel, PowerPoint, Teams, etc.
- 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 multi-task and manage multiple priorities.
- Ability to work with moderate interruptions.
- Ability to frequently remain in a stationary position; operate a computer / keyboard and other office equipment potentially for up to a full day at multiple days in a row; visual capacity to review and edit documents; converse by telephone and in person. Frequent bending, lifting and grasping. Ability to lift up to 40 pounds. Ability to work on rugged or uneven terrain in all weather conditions.
- Must possess a valid California driver's license and have current proof of insurance in California at the minimum coverage limits required under state law.
- Ability to safely and competently operate motor vehicles and haul trailers in remote and rugged terrain. Motor vehicles may include a range of sizes, from passenger cars, to vans, trucks, SUV, all terrain vehicle (ATV) or other commercial grade vehicle. Ability to haul an enclosed trailer that may be loaded with equipment, operate a Side-by-Side / all terrain vehicle (ATV) and operate other specialized equipment as needed.

### **DUTIES:**

1. Collaborate with partners and stakeholders to plan and implement priority forest health, fuel reduction, and post-fire recovery projects such as strategic fuel breaks, pile burning, forest stand improvement, invasive species removal and management, reforestation, and habitat restoration.

Tasks may include:

- Coordinate the development of project designs and logistics for project implementation.
- Coordinate with project partners and consultants to ensure appropriate environmental documentation and permits is secured.
- Engage with landowners on current and future project, including project development and execution of Landowner Agreements.

- Conduct or oversee in-the-field monitoring activities, including photo, biological, and archaeological monitoring.
  - Manage contracts with funders, consultants and subcontractors.
  - Provide oversight of implementation activities, including consultants and/or contractor management and coordination, permit compliance and monitoring.
  - Assist with management of budgets, invoicing and reporting.
  - Manage communications between project partners and 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, budgets, potentially project / program implementation, and reporting.
  4. Assist with the RCD's outreach and educational activities, including special events (workshops, etc.) to promote programs.
  5. Assist with and participate at monthly Board meetings and Committee meetings as needed, including preparing agenda packets and complying with all Brown Act rules, confidentiality requirements, and regulations.
  6. Ensure that statutes and government rules and regulations pertaining to or affecting RCD operations are followed.
  7. Represent the RCD, its partners, and funders in a positive, professional, and proactive manner.
  8. Other duties as assigned by the Executive Officer.

**WAGE:** Approx. range between \$30.00 per hour and \$37.00 per hour depending on qualifications and experience or as grant agreement funding allows.

**BENEFITS:** According to established policy.

**LOCATION:** USDA Service Center/Glenn County RCD, 132 North Enright Avenue, Suite C in Willows, California 95988. Some telework may be allowed.

**APPLICATION PROCESS / INSTRUCTIONS:** Send 1) a cover letter\*, 2) a resume and 3) a list of at least three work references to the following mailing address or Executive Officer's email found at [www.glenncountyrcd.org](http://www.glenncountyrcd.org). \*Please include the desired number of hours worked per week within your cover letter.

*If applying through social media platforms be sure to attach ALL 1-3 items to your complete application.*

\*\*\*Applicants that do not submit ALL 1-3 items will not qualify nor advance to the next step in the process of filling the position. In fact, RCD reserves the right to not respond or review the application.\*\*\*

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

**EMAIL:** [kandi@glenncountyrcd.org](mailto:kandi@glenncountyrcd.org)

**DEADLINE:** This position is open until filled. However, this screening deadline is:

**APPLICATIONS DUE By Noon, October 16, 2023.**

The selection process may consist of but is not limited to an evaluation of the applicant's qualifications and one or more interviews. Special writing assignments, computer skill tests, mock grant applications or something similar may be included as part of the interview process. Any part of the selection process, including a decision to hire, may be modified or canceled to meet the needs of the Glenn County RCD. A successful candidate who receives a conditional job offer may be subject to a standard background check for disqualifying criminal convictions.

*The Glenn County RCD is an equal opportunity provider. It prohibits discrimination in all its programs and activities on the basis of race, color, national origin, ethnicity, age, physical, mental or cognitive disability, pregnancy, sex, marital or domestic partner status, religion, sexual orientation, gender identity and expression, genetic information, political beliefs or activities, veteran status, reprisal, or because all or part of an individual's income is derived from any public assistance program.*