

Eastland County is seeking applications for the position of Wildfire Program Coordinator to oversee all the wildfire mitigation activities for the County throughout the term of the United States Department of Agriculture/Texas Forest Service (USDA/TXFS) grant program. Past work experience/relevant training in fire prevention and risk assessment required. Past work experience/relevant training in hazard mitigation projects necessary. Applications are available in the Treasurer's Office, Suite 103, Courthouse 254-629-2672 or on the Eastland County website [www.eastlandcountytexas.com](http://www.eastlandcountytexas.com). Applications will be accepted through 8:30 a.m. Friday, December 6<sup>th</sup> or until position filled. Eastland County is an Equal Opportunity Employer.

Eastland County is seeking applications for the position of Wildfire Program Coordinator to oversee all the wildfire mitigation activities for the County throughout the term of the United States Department of Agriculture/Texas Forest Service (USDA/TXFS) grant program.

The Community Wildfire Coordinator plays a crucial role in managing all aspects of the USDA/TXFS grant program within the community.

The position's primary responsibilities include:

- Serve as County's subject matter expert in all areas related to implementation of the USDA/TXFS grant program
- Serve as primary point of contact for USDA/TXFS grant program
- In partnership with the County Commissioner and County Judge, coordinate implementation of all assets provided through the grant,
  - Develop, prioritize and insure implementation of defueling projects on county owned rights of way and properties.
  - Develop, prioritize and ensure implementation of defueling projects on non-county owned rights of way and properties as developed.
- Ensure compliance with grant implementation strategy, scope of work, and assure funding deliverables.
- Work with County staff to develop grant reimbursement documentation.
- Work with subcontractors to create WMM database, program dashboard, and reporting requirements.
- Ensure accuracy of all data placed into the system.
- Work with the sub-consultant and TXFS team to complete the Community Wildfire Protection Plan.
- Provide supervision to wildfire specialists
- Regularly provide County Judge and Commissions reports on activities under the grant
- Evaluate the effectiveness of all grant strategies and make necessary adjustments based on changing conditions and community feedback.

The position's additional duties include:

- Working with local fire departments, government agencies, Texas A&M Forest Service, TDEM, Electrical Co-Ops, and community organizations to facilitate a unified message and implementation strategy.
- Identification of other grant funding sources to continue wildfire mitigation efforts.
- Support the work of the local Emergency Management Director and serve as part-time Emergency Management Coordinator.
- Support the Community education events coordinated by the Fire Specialists
- Regularly track of wildfire risks, reporting incidents, and analyzing data to improve future strategies.

**Qualifications:**

- Demonstrate strong written, oral, and computer skills.
- Ability to work in partnership with Commissioners, leadership staff, and the general public.
- Ability to oversee production of small work groups.
- Commitment to public service.
- Past work experience/relevant training in hazard mitigation projects. (Necessary)
- Past work experience/relevant training in fire prevention and risk assessment. (Required)
- Past work experience/relevant training in developing and implementing short-term and long-term work group priorities.
- Knowledge/work experience in overseeing equipment maintenance.
- Knowledge/work experience in grant implementation and reporting.