

Job Description of **Wildfire Program Coordinator** Position

The County is scheduled to hire a full-time Wildfire Program Coordinator to oversee all the wildfire mitigation activities for Jasper County throughout the term of the 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 the 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 Commissioners court 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 CWPP.
- Provide supervision to wildfire specialists
- Regularly provide County Judge and Commissioners 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/Coordinator
- Support the Community education events coordinated by the Fire Specialists
- Regularly track wildfire risks, reporting incidents, and analyzing data to improve future strategies.