

**CASS COUNTY, TEXAS
POSITION VACANCY
PLEASE POST**

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| Job Title: Project Manager | | Job Announcement Number: PM 24-0001 | |
| Department: County Judge | Salary: DOE | Position Type: Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/> | |
| Additional Position Information: FLSA Non-Exempt | | | |
| POSITION DESCRIPTION | | | |
| <p>Project Manager will for the completion of a ten-year community wildfire protection plan for Cass County. Track budget and timelines, deliverables, gather and maintain information and data from multiple stakeholders. Tracking and document meetings and engagement activity with stakeholders and the broader public; provide periodic evaluations or reports for the community wildfire protection plan to the Judge. Oversee the preparation of the CCCWPP, host meetings with area stakeholders, attend, contribute, and create a core team from the area stakeholders for completing the community wildfire protection plan. Collaborate to gather input from stakeholders through multiple avenues including social media, public forums, advertising, and/or online surveys; review historical sites or places of cultural significance which may be at risk including parks, schools, areas of previous disaster debris, and stakeholder areas of concern for wildfire. Creating a list of attainable projects which may be prioritized and implemented through the support of grant funds or other resources. Collaborate with area stakeholders, state, and federal agency staff to identify the most appropriate strategy to comply with the creation of the CCCWPP; outline key critical areas in the Addendum Update to the National Cohesive Wildland Fire Management Strategies, the National Cohesive Wildland Fire Management Strategies, and the Texas Forest Action Plan. Prepare scopes of work for all actionable items within the plan and assist with other duties as assigned to the direct benefit of Cass County and its residents.</p> | | | |
| POSITION SPECIFICATIONS | | | |
| <p>Education: Minimum High School Diploma GED; post-secondary certification or degree preferred.</p> <p>Personal Job-Related Skills: personal computer, Microsoft word office suite, cell phone, telephone, copy machine, and other general office equipment as needed. Ability to communicate both verbally and in writing required. Ability to prepare and present information to stakeholders and community groups to support outreach efforts.</p> <p>Licensure, Registry or Certification: Project Management Professional or Bachelor's Degree with work experience managing projects.</p> <p>Prior Work Experience: Managing multiple projects, preferred</p> <p>Physical and Mental Requirements: Office work is primarily sedentary; duties require frequent walking, etc.; prolonged sitting at desk; occasional lifting and carrying objects weighing up to 25 lbs., such as storage boxes, supplies, and equipment.</p> | | | |
| <p>An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX or email mshores@casscountytexas.org</p> <p style="text-align: center;">Until Filled</p> | | <p style="text-align: center;">HOW TO MAKE APPLICATION</p> <p style="text-align: center;">For An Application Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2nd Floor, Cass County Law Enforcement and Justice Center or Go to www.co.cass.tx.us; County Offices; Treasurer to print out an application from the County website.</p> | |
| <p>Resumes without an application form will not be accepted</p> | | <p>EQUAL OPPORTUNITY EMPLOYER</p> <p>Auxiliary aids and services are available upon request to individuals with disabilities.</p> | |