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Restoring Watersheds & Forest Health

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Employment Opportunity

Program Director Plumas County Fire Safe Council

Plumas Corporation is seeking a Program Director (PD) to lead the programs of the Plumas County Fire Safe Council (PCFSC). The PD will work closely with the Boards of both the Fire Safe Council and Plumas Corporation, Plumas Corp staff, landowners seeking wildfire mitigation assistance, Firewise communities, UC Cooperative extension, US Forest Service, CAL FIRE, county representatives and other partners. The Program Director works under the Executive Director (ED) of Plumas Corp as a member of the corporate leadership team. Wage rate commensurate with experience and skills. **Expanded job description attached.**
Position open until filled.

Please direct questions or submit relevant materials to Jim Wilcox, P.O. Box 3880, Quincy, Ca. 95983; (530) 283-3739; <mailto:jim@plumascorp.org>

**Plumas County Fire Safe Council
Program Director
Job Description**

The Plumas County Fire Safe Council Program Director (PD) plays a crucial role in shaping the council's mission, vision, and overall impact "...to reduce the loss of human resources and human values caused by wildfire through Firewise community programs and pre fire activities." Adaptability, leadership, and a passion for wildfire prevention and community well-being are essential qualities for success in this position. In addition to leading the Plumas County Fire Safe Council team members, the PD will work closely with the Boards of both Plumas Corporation and the Plumas County Fire Safe Council (PCFSC) under the supervision of the Plumas Corporation Executive Director.

Skills and Knowledge

Strategic Planning

- Work with the PCFSC Board of Directors to create long-term goals and objectives
- Assess and update existing strategic plan including wildfire risk based upon current funding, resources, and community needs
- Determine goals, actions and changes within strategic plan and adjust as necessary

Leadership

- Lead, supervise, and develop a team within a culture of continuous improvement through guided self-assessment and performance reviews
- Inspire a team-based approach to project success through open collaboration, communication, and cooperation
- Facilitate an inclusive work environment by supporting team efforts to take independent ownership of projects
- Oversee staff deliverables through collaborative planning and implementation of their respective programs

Funding and Grant Management

- Identify funding opportunities and secure grants
- Ensure compliance with grant requirements and reporting, including project budgets

Financial Management

- Develop and manage the annual program budget within the Plumas Corp budget structure
- Analyze and allocate resources
- Review and ensure the accuracy of financial reporting
- Develop and manage vendor contracts administered by Plumas Corp

Community Engagement and Partnerships

- Foster relationships with local government agencies, community organizations, tribes and tribal communities, and stakeholders
- Collaborate with fire departments, land management agencies, and industrial and environmental groups
- Advocate for wildfire mitigation, landscape health, and community resilience initiatives at public meetings and events
- Represent the PCFSC in regional, state and national forums
- Collaborate with other fire safe councils and organizations