



MARCH 2026
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 4615

WILDFIRE RESILIENCE OFFICER

DEFINITION

Under general direction, plans, organizes, oversees, and directs the Wildfire Preparedness and Resilience Program, with a strong emphasis on public outreach, defensible space and home hardening education, and interagency coordination. This position leads the development and implementation of wildfire mitigation strategies, including ordinance development and enforcement, and serves as the County's representative in coordinating wildfire preparedness and resilience initiatives with other County departments, fire agencies, state and federal partners, local Fire Wise Communities, and Fire Safe Councils. This position facilitates stakeholder meetings, supports community engagement efforts, and assists with short-and long-term planning and budgeting for the program.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned executive or management staff. Exercises general supervision over supervisory, professional, technical, and administrative support staff, either directly or through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a single-position management classification responsible for planning, organizing, reviewing, and evaluating comprehensive wildfire preparedness and resilience programs. Responsibilities include developing and implementing defensible space ordinances, coordinating with external agencies and community groups, leading public meetings, and managing grant-funded projects. The incumbent serves as a professional-level resource for wildfire mitigation planning, public education, and operational coordination. Performance of the work requires considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Develops, manages, and administers wildfire preparedness and resilience programs, including defensible space and grant-funded projects.
- Leads public outreach campaigns and educational efforts to promote fire-adapted communities and resident engagement.
- Coordinates with CAL FIRE, local fire districts, Fire Safe Councils, and other agencies to align wildfire mitigation strategies.
- Facilitates recurring stakeholder meetings and interagency coordination groups.
- Facilitates the implementation of the Community Wildfire Protection Plan (CWPP) and leads recurring updates, including managing the CWPP project-tracking system and data hub.
- Coordinates the creation of new recognized Firewise communities and supports existing communities with annual renewals and compliance requirements.
- Develops, tracks, and reports on metrics related to Firewise communities and stays current on program updates, national standards, and best practices.
- Pursues certification in CAL FIRE's Qualified Entities Program and serves on the training cadre, when appropriate.

- Works to align the CWPP with other County and regional planning documents including the General Plan Safety Element, the Multi-Jurisdictional Hazard Mitigation Plan, the County Wildfire Strategy, and partner agency plans to ensure consistent wildfire mitigation strategies.
- Represents the County at public meetings, workshops, and community events, serving as a primary subject-matter representative at the highest level within the division.
- Prepares reports, presentations, and ordinance or policy recommendations for County leadership and the Board of Supervisors.
- Oversees grant applications, compliance, and reporting for wildfire preparedness and resilience-related funding.
- Monitors and interprets changes in policy, legislation, and regulatory frameworks to ensure program compliance and alignment.
- Supervises staff by planning, assigning, and reviewing work; providing direction; conducting performance evaluations; and discipline when appropriate.
- Trains and mentors staff in work procedures, program expectations, and professional development to ensure consistent, high-quality service delivery.
- Leads and facilitates collaborative workgroups, fostering effective team interaction to ensure smooth coordination across divisions, departments, and agency partners.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of wildfire preparedness, defensible space, and community resilience.
- Public outreach strategies, community engagement techniques, and educational campaign development.
- Interagency coordination practices, including collaboration with CAL FIRE, local fire districts, Fire Safe Councils, and state/federal agencies.
- Ordinance development, policy writing, and implementation processes within a local government framework.
- Meeting facilitation and stakeholder engagement, including public workshops and coordination groups.
- Applicable federal, state, and local laws, codes, and regulations related to wildfire prevention and vegetation management.
- Techniques for effective communication with diverse populations and community groups.
- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of budget development and monitoring.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Lead and coordinate public outreach campaigns and educational initiatives related to wildfire preparedness and defensible space.
- Interpret and apply defensible space regulations and assist in drafting or amending local ordinances or wildfire preparedness strategic plans.
- Facilitate and lead meetings with stakeholders, community members, and interagency partners.
- Build and maintain effective working relationships with internal departments, outside agencies, and the public.
- Represent the County in public forums, workshops, and other meetings with professionalism and clarity.
- Manage multiple projects and priorities while meeting deadlines and maintaining attention to detail.
- Communicate clearly and concisely, both orally and in writing, including the ability to prepare reports, presentations, and policy documents.
- Exercise sound judgment, initiative, and discretion in handling sensitive and complex issues.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in public relations, communications, public administration, emergency management, environmental science, or a closely related field;

AND

Four (4) years of experience in program management, policy/ordinance development, emergency planning, wildfire mitigation, public outreach and community engagement, interagency coordination, defensible space programs, office administration, or a related field.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in an office setting; use standard office equipment, including a computer; some positions may be required to operate a motor vehicle; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodation will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees predominantly work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally travel to residential properties or community sites to observe defensible space work performed by field staff. Site visits may involve exposure to varied weather conditions, uneven terrain, pollen and dust, and typical outdoor residential environments. Employees may interact with homeowners, contractors, and community members, including during periods of heightened public concern related to wildfire preparedness or enforcement activities

WORKING CONDITIONS

Must be available to attend meetings outside of normal working hours and work extended hours, including weekends and holidays as needed.