



Kittitas County Conservation District

2211 W Dolarway Road Suite 4, Ellensburg WA 98926
(509)925-3352 www.kccd.net

JOB ANNOUNCEMENT: January 8, 2024

Closing: Open until filled, first review of applications January 29

WILDFIRE PREPAREDNESS PROJECT MANAGER

LOCATION: Ellensburg, Washington

HOURLY WAGE: \$33.53-37.25/hour

BENEFITS: Medical/Dental/Vision insurance
(PEBB), Washington State
Retirement (PERS), vacation leave,
sick leave, 12 paid holidays

INTRODUCTION

The Kittitas County Conservation District (KCCD) is the lead partner for implementation of a Community Wildfire Defense Grant (CWDG) in Kittitas County. The Wildfire Preparedness Project Manager is a new position created to manage this grant project and to provide support to the Kittitas Fire Adapted Communities Coalition (KFACC).

Members of KFACC, in coordination with the Kittitas County Conservation District, developed the Kittitas County Resilient Landscapes proposal and were successful in being awarded \$10,000,000 for fuels mitigation projects through the Community Wildlife Defense Grant (CWDG program). These projects will reduce wildfire risk in Kittitas County while creating more resilient communities and forests in the project area. Projects are driven by the planning efforts of the Washington Department of Natural Resources, the Kittitas Community Wildfire Protection Plan, and the planning efforts of the County Fire Chiefs, the Okanogan-Wenatchee National Forest Cle Elum Ranger District, the SE Region of Washington Department of Natural Resources, and KFACC.

This position is best filled by a self-starter with strong project management skills, including experience coordinating collaborative partnerships, budget tracking; strong organizational and facilitated leadership skills; a demonstrated ability to communicate effectively; knowledge and experience in forestry or wildfire mitigation; and the ability to think strategically. As project needs are identified, the Wildfire Preparedness Project Manager will collaboratively develop solutions to move project outcomes forward.

The Wildfire Preparedness Project Manager is an hourly, at-will classification that reports directly to the KCCD District Manager.

WHY WORK WITH US?

We are a culture deeply committed to restoration and protection of the natural resources associated with working landscapes through voluntary incentive-based actions. Our small team is passionate about providing top-tier assistance for landowners and land managers to protect and conserve the soil, water, and habitats on their properties. Strong partnerships at all levels are at the heart of district work. We take pride in making a difference for the people, agricultural, and natural resources in our communities.

ESSENTIAL FUNCTIONS:

- Implement Kittitas County Resilient Landscapes Project as funded by CWDG program
 - Work with KFACC and project partners to prioritize and plan implementation of on-the-ground wildfire fuels reduction projects associated with the identified potential control lines and evacuation routes.
 - Work with landowners (public and private) in the project areas to implement the identified projects.
 - Solicit contractors to complete the work utilizing KCCD public works procurement policies.
 - Manage project budgets and reporting requirements.
- Lead collaboration for the Kittitas County Fire Adapted Communities Coalition (KFACC)
 - Work to build and sustain the strength of KFACC.
 - Work with the KFACC Chair to convene and facilitate monthly collaborative meetings.
 - Maintain relationships with a diversity of project partners in the region.
 - In collaboration with KFACC partners and members, lead and facilitate education and outreach activities for private landowners and the public.

QUALIFICATIONS

The main qualifications for this position are:

- Bachelor's degree in science communication, forestry, environmental science, or other applicable field, or five years equivalent professional work experience
- Strong experience in partnership building and collaborating with multiple, diverse partners, stakeholders and funders
- Project management experience with multi-year collaborative projects
- Proficiency in project budget tracking
- Clear verbal and written communication skills
- Ability to work both independently and with a team
- Leadership skills and self-direction
- Strong organizational skills
- Effective knowledge of common software applications
- Experience related to wildfire preparedness or mitigation
- Valid driver's license

ADDITIONAL PREFERRED QUALIFICATIONS

- Master's degree in science communication, forestry, environmental science, or other applicable field, or seven years equivalent professional work experience
- Forestry knowledge or experience in Central Washington forest ecosystems
- Experience implementing or contracting forestry or wildfire mitigation treatments.
- Experience developing Fire Adapted Communities, and conducting home hazard assessments

SKILL BUILDING OPPORTUNITIES

In addition to on-the-job training opportunities, Conservation Districts offer formal training opportunities to build the desired skill set for this position. Conservation districts are served by the [WSCC Center for Technical Development](#), a not for profit group created for the purpose of ensuring that Conservation Districts and employees have the proper tools and expertise to consistently plan and implement conservation programs. Any applicable training opportunities with CTD are available as well.

EQUAL OPPORTUNITY EMPLOYER:

KCCD ensures that all qualified applicants receive consideration for employment without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please contact the District Manager (see below) if you need accommodation to participate in the application process.

SCHEDULE & WORKING CONDITIONS:

This position is permanent (40 hours per week). Travel may be required with occasional overnight stays.

KCCD is committed to ensuring staff experience the reward of public service, while also sustaining a routine that suits employee lifestyles. Several flexible schedule options are available, including occasional telework.

Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position requires frequent sitting and standing, traversing uneven terrain on foot and widely varying weather conditions, and occasional lifting of up to 50 lbs.

This position description represents a general outline of the job duties, essential functions and minimum required qualifications and is not intended to be comprehensive in nature. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change as the needs of the KCCD and requirements of the job change.

COMPENSATION AND BENEFITS:

Hourly wage starts at \$33.53 a month with an opportunity to negotiate higher based on skills and experience. KCCD observes twelve (12) paid holidays (including one personal holiday). Employees

accrue family/medical leave at a rate of 8 hrs/month and annual (vacation) leave at a beginning rate of 8 hrs/month. KCCD provides medical, dental, and vision insurance coverage for full-time employees and matches employee dependent's premiums at 50%. Additional voluntary supplemental insurance opportunities are also available. Participation in regular professional development opportunities are strongly encouraged and supported. KCCD participates in Public Employees Retirement System (PERS). Staff also have access to an additional voluntary retirement savings options within the Deferred Compensation Program (DCP). Terms of compensation and benefits are set by the Board of Supervisors and may be amended at any time.

TO APPLY:

The position is open until filled. Review of applicants will occur continuously until the position is filled. Please include the following in your application package:

1. Resume (not to exceed two pages)
2. Cover letter (not to exceed one page)
3. Three professional references

Be sure to describe your interest and unique qualifications for the position and the skills that you bring to the Conservation District team in your cover letter. Submit to:

Anna Lael, District Manager
2211 W Dolarway Road, Suite 4
Ellensburg WA 98926

Electronic submissions are encouraged and may be submitted to: anna.lael@kccd.net

Please include "Wildfire Preparedness Project Manager – YOUR NAME" in the subject line.

***We sincerely thank you for your interest in joining
the Kittitas County Conservation District team!***

Questions regarding this position or application process may be directed to KCCD's District Manager, Anna Lael at anna.lael@kccd.net or 509-925-3352 ext. 7.