



**MISSOULA COUNTY**  
**invites applications for the position of:**  
**Wildfire Program Manager**

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<b>SALARY:</b>	\$35.90 - \$42.24 Hourly, DOQ
<b>DEPARTMENT:</b>	Community & Planning Services
<b>OPENING DATE:</b>	01/31/23
<b>CLOSING DATE:</b>	02/21/23 05:00 PM
<b>BARGAINING UNIT:</b>	Non-Union Personnel Plan
<b>WORK SITE:</b>	Missoula County
<b>SCHEDULING/HOURS OF WORK:</b>	Full Time

**TO APPLY:**

- **Please complete all sections of the online application, even if a resume is submitted.**
- **Please include with a complete application the following attachments: College transcripts (unofficial copies accepted), and a letter of interest.**
- **Incomplete applications may be disqualified.**
- **Complete job description available upon request to the Department of Human Resources.**

**DEFINITION:** Provides leadership, staff supervision, coordination and direction for the Wildfire Program within Lands and Communities to develop, administer, implement, and maintain countywide wildfire preparedness and mitigation efforts.

**REPRESENTATIVE EXAMPLES OF WORK:** Actively engages with federal, state, tribal, and local partners to create a coordinated and collaborative framework to foster fire-adapted communities and fire-resistant landscapes, and align, develop, and communicate wildfire planning, mitigation, and adaptation efforts. Serves as the entry point and primary contact for all countywide wildfire mitigation, planning, and preparedness efforts. Provides cohesion and enhanced capacity to County divisions and departments involved in wildfire mitigation efforts, as well as local groups and agencies involved in wildfire preparedness, prevention, and response, and land management. Ensures programmatic alignment between the County's regulatory and non-regulatory wildfire mitigation efforts to reduce risk at the parcel, neighborhood, and community scale. Coordinates with County planning, emergency management, climate resiliency and private lands conservation and management efforts related to wildfire such as incident response, natural resource management, and climate resilience for heat and smoke. Develops and implements best practices for wildfire risk reduction on private lands and in support of County planning efforts such as the Community

Wildfire Protection Plan (CWPP), Hazard Mitigation Plan, the Missoula County Growth Policy relative to public health and safety, and the climate adaptation plan. Assists with or oversees updates to the CWPP and provides guidance to other long range planning efforts. Facilitates and maintains working relationships with public and private organizations including federal land management agencies, tribal organizations, university partners, non-profit groups, and other public and private entities. Hires, trains and supervises wildfire mitigation specialists and other staff to provide wildfire mitigation measures on private and public lands and the Home Ignition Zone (HIZ) including risk reduction, home assessments, vegetation management, hazardous fuels reduction, and forest restoration. Develops and implements programs for safety and risk management to ensure workplace safety and health. Serves as a subject matter expert and coordinates with Building and Planning Divisions to ensure regulatory and code compliance of mitigation requirements on private lands through staff training and development, conducting plan reviews, and assisting with pre and post treatment property inspections related to wildfire development standards. Develops, administers, and implements on-going public education and outreach programs in coordination county departments, as well as natural resource management and fire response agencies. Meets with homeowners, builders, developers, organizations, and fire district representatives to increase awareness of wildfire risks and mitigation methods to homes and properties. Oversees grant-writing, reporting, budgeting, and administrative functions related to grants. Generates and distributes news releases, public service announcements, newsletters and reports through various communication channels including print and electronic media.

**MINIMUM QUALIFICATIONS:** Bachelor's degree required. Degrees best suited to this position are Natural Resource Management, Forestry, Ecology, and related fields. Five years of wildfire mitigation and/or natural resource management experience that includes progressive supervisory responsibilities. Experience working with defensible space projects on private lands desired. **SPECIAL REQUIREMENTS:** Requires a valid Montana driver's license.

**PHYSICAL/ENVIRONMENTAL DEMANDS:** The work is performed in an office setting but will require extensive field work that requires travel to remote sites and field locations requiring walking and standing on rough or uneven terrain in all seasons. Requires the ability to drive a motor vehicle. Requires the ability to lift and carry moderately heavy items, (20-50#). Requires occasional travel out of town.

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**APPLICATIONS MAY BE FILED ONLINE AT:**

<https://www.governmentjobs.com/careers/missoulacounty/>

406-258-4874

[gbrown@missoulacounty.us](mailto:gbrown@missoulacounty.us)

Position  
#2023-00018  
WILDFIRE  
PROGRAM  
MANAGER

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