



Marin Wildfire Prevention Authority Planning and Program Manager of Operations

ESTIMATED RANGE OF COMPENSATION AND BENEFITS
Full Time Compensation: \$95,000 - \$130,000 Annual
With benefits in Accordance with Authority Policies

Join an innovative new organization created in 2020 to address the threat of catastrophic wildfire in Marin County, California. The visionary voters of Marin County passed Measure C, "The Marin Wildfire Prevention and Mitigation Initiative." As we have seen in the last several years, fires know no boundaries, and the voters in Marin County have recognized the time is now to prepare and plan for addressing this massive risk. A groundbreaking endeavor and the first of its kind in the State of California, the Marin Wildfire Prevention Authority (MWPA) was born out of Measure C and is now positioned as the central coordinating agency charged with addressing the risk of wildfire in Marin County. Under this voter approved initiative, MWPA will enable the 17 local fire agencies serving Marin County to work together as a single Joint Powers Authority (JPA) to develop and implement a comprehensive wildfire prevention and emergency preparedness and response plan for Marin County. The newly created agency has a 17-member Board of Directors, an Operations Committee, and an Advisory/Technical Committee all working together to address the following:

- Defensible space around homes, businesses, and critical infrastructure, get the initiative up and running
- Vegetation Management and Fire Hazard Reduction
- Early Alerts and Organized Evacuations

At this time, the MWPA's staff includes an Executive Officer, and part-time support services provided by staff from Southern Marin Fire District. The newly created Planning and Program Manager of Operations Position is the first position created to help implement the plan. MWPA is seeking a highly motivated self-starter who is passionate about the mission of the organization and inspired to take on the challenge of helping to build a new organization from the ground up. This position will be key to the success of the organization with primary responsibility for leading the implementation of MWPA's operational and environmental services programs.

To apply for this position, please send your cover letter, resume, the attached Supplemental Questionnaire, 3 professional and 1 personal reference *via email* to Liza Andre, Human Resources Manager, Southern Marin Fire District: landre@smfd.org.

There will be a timed 30-minute written exercise required of applicants selected for interviews (to be handled via email).

This position will require passing a drug test and background investigation.

This posting closes at 2pm on February 22, 2021.

For further information on the position, please visit <https://www.marinwildfire.org/mwpa-staff>.

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Supplemental Questions – Planning and Program Manager for Operations

Please use a separate page for your answers and submit with your application

1. The Marin Wildfire Prevention Authority (MWPA) was created in March 2020 under an initiative passed by the voters of Marin County. The primary goal of the MWPA is to develop and implement a comprehensive wildfire prevention and emergency preparedness plan for almost all of Marin County. Discuss how your education and experience has prepared you for work in the six key element program areas of vegetation management, wildfire detection, grants, public education, defensible space evaluations, and local wildfire prevention mitigation?
2. To be successful in this position, the candidate will need excellent project management and communication skills. Please describe your experience managing complex projects and/or programs including budgeting, scope development, scheduling, and communication. Please be sure to reference the software programs, tools, and communication methods that you typically use in your work to manage projects effectively.
3. The work of MWPA will require strict adherence to all environmental requirements including local, state, and federal laws and regulations. Please describe your experience leading or managing environmental compliance documentation and environmental permitting for land management and/or public works projects. Describe your experience with the California Environmental Quality Act and other environmental permitting at the state/federal level for endangered species, wetlands, and waterways.