



Job Title	Program Administrator I (Public Safety)	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	7	Job Code	19195

Class Specification – Program Administrator I (Public Safety)

Summary Statement:	
<p>The purpose of this position is to guide, develop, manage and provide education and outreach programs to residents and neighborhoods regarding wildfire mitigation. Implement fuels management strategies in common areas and open spaces; coordinate volunteer mitigation projects; administer contracts and write, administer and implement state and federal grants; develop review processes for new and existing construction; monitor fire weather and fuels to drive fire danger, bans and restrictions; collaborate with internal and external agencies. Review and refer to the Fire Marshal on hazardous activity (open burning, bonfires, model rockets, etc.) permits. Hold public meetings, conferences, workshops and individual onsite consultations. Research and acquire grants.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Manages, directs, assigns and conducts homeowner presentations and consultants regarding wildfire risk area. Develops and distributes educational material; directs and develops workshops and conference presentations; and develops website content. ; Manages fire danger and Wildfire Hazard Risk Assessment; and develops management plans as it relates to wildfire danger.
30%	Researches and applies for state, federal and other applicable grants; administers environmental processes; grant administration; monitors and evaluates project implementation; ensures tracking on contributing matches leveraged through residents and cooperators; ensures grant compliance and conducts grant closeouts. Provides detailed reports of grant execution process.
15%	Performs supervision of Wildfire Mitigation Unit staff by ensuring compliance with appropriate rules; responds to and resolves difficult and sensitive citizen inquiries and complaints; and provides goals, objectives, and performance guidelines for staff development and performance evaluation.



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15%	Provides and develops project specifications; strategic planning to develop budgets and secure funding; administers contracts; ensures project oversight and compliance; coordinates and implements all volunteer mitigation projects.
5%	Reviews new and existing development plans for vegetation guidelines for Hillside Ordinance; supports inspectors in final inspections. Provides consultative assistance and training to fire and development review enterprise staff.
5%	Collects materials and calculates fuel moistures and determines fire danger; monitors fire danger and fire weather; advises agencies of burn restrictions and bans; field observer for the plans section during emergency events. May serve as Plans Section Chief during emergency events and/or disasters.

Competencies Required:	
Human Collaboration Skills:	Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading:	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math:	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing:	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Advanced Skills and Knowledge:	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in forestry, or a related field.

Experience: Three years of full-time program administration experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

ICS 100	Within 12 months of start date
ICS 200	Within 12 months of start date
ICS 300	Within 12 months of start date
ICS 400	Within 12 months of start date
ICS 700	Within 12 months of start date
ICS 800	Within 12 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives / effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.



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Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment and outside
Extreme Temperature	Seasonally
Wetness and Humidity	Several Times per Month
Respiratory Hazards	Seasonally
Noise and Vibrations	Several Times per Week
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment and scale, lab oven, hand tools (for cutting fuels), and GPS.

Specialized Computer Equipment and Software: Microsoft Office and specialized fire behavior modeling software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2015