



**LOS ALTOS HILLS COUNTY FIRE DISTRICT
DISTRICT OPERATIONS MANAGER
EMPLOYMENT AGREEMENT**

This District Operations Manager Employment Agreement (“Agreement”) is made and entered into by and between the Los Altos Hills County Fire District (“District”) and David Barnett (“Barnett”) collectively “Parties.” This Agreement shall have an effective date no later than December 31, 2021.

RECITALS

WHEREAS, the District and its Board of Commissioners (“District Board”) finds it is in the best interest of the District to hire an employee to assist with fulfilling the District’s mission and to manage and provide operational support, administration, and organization efficiencies to enable the District to carry out its daily operations and achieve its deliverables; and

WHEREAS, the District Operations Manager is a new position of employment in the District; and

WHEREAS, the District Board finds the position of District Operations Manager as described in the District Operations Manager job description attached hereto as **Exhibit A** best suits the needs of the District; and

WHEREAS, Barnett possesses those skills, experiences, attributes and abilities as a result of years of service as a Fire Battalion Chief and has provided services to the District as an independent contractor consultant for hazardous fuel reduction projects; and

WHEREAS, the District by its District Board desires to employ Barnett in the position of District Operations Manager; and

WHEREAS, Barnett desires to accept employment as District Operations Manager under the terms set forth herein.

NOW, THEREFORE, in consideration of the respective and mutual covenants in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and agreed, and subject to all the terms and conditions hereof, the Parties agree as follows:

I. EMPLOYMENT

A. APPOINTMENT

The District by its District Board hereby appoints Barnett to an at-will, regular, full-time position of District Operations Manager, beginning on a date no later than December 31, 2021 as agreed to by the General Manager and Barnett, to perform the functions and duties identified in **Exhibit A** to this Agreement and to perform such other duties and functions as the District's General Manager shall from time to time assign as are appropriate for the position and needed by the District. Barnett shall serve at the pleasure of the District, and therefore, is an at-will employee who has no property interest in continuing employment.

B. AT-WILL EMPLOYMENT

The District employs Barnett as an at-will employee, whose employment may be terminated by the District with or without cause. Nothing in this Agreement is intended to, or does, confer upon Barnett any right to any property interest in continued employment before or after a decision by the District to terminate his employment. Nothing in this Agreement shall in any way prevent, limit or otherwise interfere with the right of the District to terminate the services of Barnett as provided herein. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Barnett to resign at any time from his position with the District, subject to the provisions in this Agreement. This at-will Agreement shall be expressly subject to the rights and obligations of the District and Barnett, as set forth herein.

II. DUTIES AND RESPONSIBILITIES

A. EMPLOYMENT DUTIES

Barnett's duties and responsibilities under this Agreement shall be those assigned to the position of District Operations Manager, as described in the job description for the District Operations Manager position, as adopted and amended from time to time by the District, and such other duties and responsibilities as may be assigned by the District. The current job description for District Operations Manager is attached as Exhibit A to this Agreement. By execution of this Agreement, Barnett attests that he meets the qualifications for employment in Exhibit A.

In addition to the duties and responsibilities in Exhibit A, Barnett may be assigned by the General Manager to District Emergency Response Special Duties (District ERSD). Such assigned District ERSD include, but are not limited to, emergency assignment to respond to disaster, earthquake, fire, wildfire, flood, down powerlines or utilities, acts of terrorism, and to support other agencies that are responding to emergency conditions. Barnett's compensation for District ERSD is set forth in Section III.A.2 of this Agreement.

Barnett may also be assigned, for a length of time as determined by the General Manager at her sole discretion, to State CAL OES Fire & Rescue Mutual Aid ERSD, such as a strike team

assignment with State CAL OES Fire & Rescue Mutual Aid. Barnett's compensation for Cal OES Fire & Rescue Mutual Aid ERSD is set forth in Section III.A.3 of this Agreement.

The District General Manager may, in her sole discretion, delegate to Barnett certain additional administrative and project duties and responsibilities. Such additional duties and responsibilities, if assigned, will not warrant any additional compensation. Except for those duties assigned by the General Manager to District ERSD and CAL OES Fire & Rescue Mutual Aid ERSD, all hours worked in addition to the minimum required 40 hours per week shall not receive additional compensation.

B. ACCOUNTABILITY

Barnett shall provide services at the direction of and under the supervision of the District's General Manager.

C. HOURS OF WORK

Under this Agreement, Barnett is a full-time exempt employee expected to perform the work in **Exhibit A** for a minimum of forty (40) hours per week. It is expected that all required work will be satisfactorily performed. The District Operations Manager classification shall be deemed an exempt position under the Fair Labor Standards Act.

If Barnett is approved for CAL OES deployment by the General Manager, or if Barnett is assigned by the General Manager to District ESRD or Cal OES Fire & Rescue Mutual Aid ERSD that requires hours beyond the normal work schedule, Barnett and General Manager will agree in writing to the hours to be worked, flex time adjustments, and the period of time for the deployment and/or assigned ERSD.

Hours worked each week will include hours on site and hours off site. Daily schedule of hours will be flexible to allow workdays greater than eight (8) hours or less than eight (8) hours for projects demands. Barnett shall be allowed flexibility in setting his own office hours and work schedule, subject to approval of the General Manager.

Barnett shall obtain advance approval from the General Manager for time off work for more than three consecutive days. Barnett may request, and at the sole discretion of the General Manager be granted, time off without pay.

Barnett will complete a timesheet to verify the minimum 40 hours worked per week.

D. OFFICE

Barnett's on-site District office will be in the conference and training rooms at the El Monte Fire Station or at other office locations that may be arranged by the District. Barnett will be provided a District laptop and supportive equipment that the General Manager deems necessary for performance of his duties.

E. OTHER ACTIVITIES

Barnett will not engage in any conduct or other employment or business that would interfere with his ability to fulfill his duties and responsibilities to the District. Barnett will not engage in any conduct within or outside the scope of his employment with the District that reflects unfavorably on or discredits the District or other District employees.

Barnett shall not create any conflict of interest with the District by accepting any other employment, engage directly or indirectly in any other business, commercial, or professional activity (whether or not pursued for monetary advantage) or that otherwise might interfere with the business and operations of the District. District may terminate this Agreement and Barnett's employment should a conflict of interest arise or if Barnett fails to promptly disclose any such conflict of interest to the District.

The District General Manager may, in her discretion, delegate to Barnett certain additional administrative duties and responsibilities to be provided while the General Manager is away from the District. Such additional duties and responsibilities, if assigned, will not warrant any additional compensation beyond that specified in this Agreement.

F. CONFIDENTIAL INFORMATION

Barnett acknowledges that in the performance of the duties as District Operations Manager, the District discloses and entrusts Barnett with certain confidential or proprietary information. Barnett agrees not to directly or indirectly disclose or use at any time any such information, whether it be in the forms of records, lists, data, personnel information, drawings, reports, or otherwise, of a business or technical nature, which was acquired or viewed by Barnett through Barnett's employment relationship with the District unless such disclosure is authorized by the District in writing, required by law, or required in the performance of Barnett's duties. This provision shall survive the termination or expiration of this Agreement.

III. COMPENSATION

A. COMPENSATION

For services rendered by Barnett under this Agreement, excluding compensation for assigned District ERSD and deployment to Cal OES Fire and Rescue Mutual Aid ERSD as assigned by the General Manager, Barnett shall be paid an annual salary of One Hundred Seventy-Six Thousand Dollars (\$176,000), which is equivalent to an hourly base rate of pay of approximately \$84.62 per hour. The workweek shall be Monday through Sunday.

1. Premium Pay for Assigned District ERSD Work

Each hour Barnett works for assigned District ERSD that exceeds the minimum 40 regular work hours per workweek will be compensated at 1.5 times Barnett's hourly base rate of pay.

2. Premium Pay for Assigned Cal OES Fire and Rescue Mutual Aid ERSD

For each hour that exceeds the minimum 40 regular work hours per workweek that Barnett works for assigned Cal OES Fire and Rescue Mutual Aid ERSD, Barnett shall be paid 1.5 times Barnett's hourly base rate of pay if State Cal OES Fire and Rescue Mutual Aid reimburses at that rate to the District; and he shall be paid a lower rate exceeding his hourly base rate of pay if State Cal OES Fire and Rescue Mutual Aid reimburses at that lower rate; but Barnett shall be paid no less than Barnett's hourly base rate of pay if State Cal OES Fire and Rescue Mutual Aid does not reimburse at that hourly base rate.

3. Stand-by Pay

If Barnett is assigned by the General Manager to be on stand-by alert and available to immediately report to duty due to uncertain or emergency conditions, weather warnings, or red flag warning events, Barnett will be compensated stand-by pay equal to two (2) hours of his hourly rate of pay for each day on stand-by alert

4. Technology Stipend

For each pay period, Barnett shall be paid a technology stipend of Sixty-Two Dollars (\$62) to cover Barnett's cell phone plan, home office supplies, such as paper, ink, and devices necessary to conduct District business. Barnett and the District agree that this amount is reasonable to cover those expenses.

Wages are payable in accordance with the Santa Clara County Payroll Department's normal payroll practices for any pay period(s) during which Barnett works at the District. Barnett's wages shall be subject to applicable withholding requirements and deduction of any such other sums as may be agreed upon between Barnett and the District.

B. SOCIAL SECURITY

The District shall pay the employer's portion of Social Security, State Disability Insurance ("SDI"), and unemployment insurance. Deductions shall be made from Barnett's paycheck for standard employee deductions required by law. The District is not providing retirement benefits or health insurance benefits to Barnett. Barnett is responsible for procuring and paying for any health care, retirement or other benefits outside of Barnett's employment with the District.

The District does not have a contract with or otherwise participate as an employer, or provide any District-sponsored retiree benefit or pension programs (e.g., CalPERS, PARS, 457(b) plans, etc.). Barnett acknowledges and agrees that by entering into this Agreement he will not be earning or be entitled to any retiree benefits from the District.

C. INSURANCE

As required by law, prior to the effective date of this Agreement the District shall obtain Workers' Compensation insurance to cover the employment of Barnett. Barnett will also be covered as an employee under the District's general liability insurance.

D. INDEMNIFICATION

Consistent with California Government Code, the District shall defend, hold harmless, and indemnify Barnett using legal counsel of the District's choosing, against expense or legal liability for acts or omissions by Barnett occurring within the course and scope of Barnett's employment under this Agreement.

E. PERFORMANCE EVALUATION

The General Manager shall periodically provide Barnett with a written performance evaluation.

IV. TERMINATION OF EMPLOYMENT

A. TERMINATION OF SERVICE

Barnett or the District may terminate this Agreement for any reason five (5) days after the Notice is provided to the other Party in accordance with Section VI.B. of this Agreement ("Termination Date").

Barnett shall not be entitled to any additional compensation or payment, including severance after the Termination Date.

Barnett shall be entitled to salary earned up to and including the Termination Date, and to expense reimbursements as provided in Section V.C. and V.D. of this Agreement through and until the Termination Date.

B. RETURN OF PROPERTY

Upon the termination of employment, Barnett shall immediately deliver to the District, all property in Barnett's possession or control belonging to the District or to any of its constituents, in good condition.

V. FRINGE BENEFITS

A. SICK LEAVE

Barnett is entitled by State Law to twenty-four (24) hours of paid sick leave upon completion of Barnett's one-hundred twentieth (120th) calendar day of employment, or as

otherwise required by law. Thereafter, Barnett will be provided twenty-four (24) hours of paid sick leave at the beginning of each year of employment. Sick leave can be accrued up to a maximum of seventy-two (72) hours. Unused sick leave shall be carried over from year-to-year subject to the seventy-two (72) hour accrual cap. Unused sick leave will not be cashed out upon termination of employment.

B. HOLIDAY LEAVE AND VACATION LEAVE.

As an exempt employee, Barnett shall not receive paid holidays, although he shall not be expected to work on federal or California holidays unless District business needs require him to do so. Effective on the first day of employment, and annually thereafter, Barnett shall have credited fifteen (15) days of vacation leave. Although that vacation leave shall be credited immediately, it shall be earned proportionately over the course of one year; but shall not accrue during any period that Barnett is on leave without pay. If Barnett's employment terminates and he has received paid vacation that did not yet accrue, the value of the unearned (unaccrued) but used vacation leave shall be deducted from final payment to Barnett or otherwise repaid by Barnett to the District. If Barnett has accrued vacation at the Termination Date, hours of accrued vacation will be paid to Barnett at Barnett's regular hourly base (salaried) rate of pay at the time the vacation was accrued.

Barnett's vacation-hours-accrual cap is 120 hours. Once that accrual cap is reached, vacation hours will not accrue. Vacation accrual will begin again after Barnett uses accrued vacation hours to bring his accrual lower than 120 hours.

C. VEHICLE STIPEND

Barnett is required to maintain a valid California Driver's License and have a vehicle available at all times to perform the duties of the position. To reimburse Barnett for this vehicle requirement, Barnett shall be provided a monthly vehicle stipend of Two Hundred Fifty Dollars (\$250). This stipend covers all work-related use of Barnett's vehicle when on District business both within District boundaries and outside the District. Barnett and the District agree that this is a reasonable approximation of the usual and regular costs associated with the use and maintenance of Barnett's vehicle for work and that actual costs may exceed the stipend. Barnett shall not submit for reimbursement any costs associated with the maintenance and use of Barnett's vehicle over and the above the amount provided for in this stipend. Costs associated with use of Barnett's vehicle include but are not limited to gas, maintenance, registration, insurance, and car rentals in the event that Barnett's vehicle is not operable.

If Barnett is required to use his vehicle due to assignment by the General Manager to District ERSD or CAL OES Fire & Rescue Mutual Aid ERSD, mileage that is outside Santa Clara County shall be reimbursed at the standard IRS rate by Barnett submitting a written request and attachment of mileage map within 30 days of the mileage event.

If Barnett acquires a vehicle that is generally available for his use, the mileage stipend will be discontinued. If District vehicle is unavailable and Barnett is required to use his private vehicle for District business, Barnett will submit a mileage reimbursement claim form for mileage traveled in his personal vehicle on district business. Mileage will be paid at the standard IRS rate.

D. UNIFORM ALLOWANCE

Barnett is expected to wear District uniform attire when on site at the District and when performing normal District duties, including, but not limited to, interacting with other agencies and the public on behalf of the District. In recognition of these expectations, during Barnett's first year of employment, the District shall reimburse Barnett for the purchase of the following items, up to a maximum of Two-Thousand Eight Hundred Dollars (\$2,800):

1. Three (3) navy uniforms displaying the District logo
2. Three (3) polo shirts displaying the District logo;
3. Three (3) navy uniform shirts displaying the District logo;
4. Two (2) pairs of heavy protective safety boots;
5. One (1) uniform jacket displaying the District logo;
6. Two (2) vests displaying the District logo; and
7. Headgear and firefighter and personal safety equipment to be mutually agreed upon between Barnett and the General Manager.

Additionally, the District shall reimburse Barnett for costs related to the maintenance and cleaning of his uniform and boots up to a maximum of One Thousand Dollars (\$1,000) per year.

In order to be reimbursed for the costs of the above-listed items as well as costs associated with the maintenance and cleaning of uniforms and care of protective safety boots, Barnett must submit receipts documenting those costs to the General Manager no later than thirty (30) days after incurring the expense.

The Uniform Allowance under this Section may be modified by the Board President at any time if need arises for specialized safety, hazard gear, or identification badging, for up to an additional Two Thousand Dollars (\$2,000). Any other modifications of this Agreement will be effective only if made in writing and executed by the parties.

D. ERSD EQUIPMENT

The District will provide Barnett with necessary gear and equipment for assigned District

ERSD and deployment ERSD activation with State CAL OES Fire and Rescue Mutual Aid as determined and approved in writing by the General Manager.

E. REIMBURSEMENT FOR WORK RELATED EXPENSES

Barnett shall be reimbursed for all documented, actual, and necessary expenses incurred as a result of performance of job duties, including, but not limited to, purchase of supplies for the District, meetings, events and activities, business-related travel, deployment to CAL OES Fire and Emergency Medical Mutual Aid or assignment to ERSD by the General Manager, membership in professional organizations, attendance at professional conferences. Business-related or deployment travel expenses shall include lodging, airfare, meals, parking and tolls. Barnett must receive prior approval from the General Manager prior to incurring any expenses for which he seeks reimbursement for membership in professional organizations, for the attendance at professional conferences, airfare and overnight travel.

F. UNPAID LEAVE

By mutual agreement between Barnett and the General Manager, Barnett may be granted reasonable periods of unpaid leave. Barnett shall schedule unpaid leave in a manner that minimizes the disruption of services provided by the District.

G. NO OTHER FRINGE BENEFITS

The District does not provide medical benefits, dental benefits, other insurance benefits, holiday pay, or other paid leave besides sick leave and vacation leave as specified in Section V.A. and V.B. of this Agreement. Barnett acknowledges and agrees that other than the fringe benefits provided in this Agreement, he is not entitled to any other fringe benefits, health benefits, or leave benefits as a result of his employment with the District.

VI. ABUSE OF OFFICE OR POSITION

Pursuant to Government Code sections 53243, 53243.1, 53243.2, and 53243.3, the following provisions shall apply to this Agreement:

- A.** The parties agree that the District has discretion to place Barnett on paid administrative leave pending any investigation of Barnett's conduct, that doing so is not required, and, that if the District does so, and if Barnett is thereafter convicted of a crime involving an abuse of his position, then immediately following the conviction Barnett shall reimburse the District for any salary paid to him while on leave under Government Code section 53243.
- B.** The parties further agree that the District has discretion to provide funds for the legal criminal defense of Barnett, that doing so is not required, and, that if the District does so, and if Barnett is thereafter convicted of a crime involving an abuse of his position,

then immediately following the conviction Barnett shall reimburse the District for all funds provided for his legal criminal defense under Government Code section 53243.1.

C. Notwithstanding any other provision of this Agreement, if Barnett is dismissed and receives severance or any other cash settlement or noncontractual payments related to his termination, then under Government Code sections 53243.2 and 53243.3, Barnett shall reimburse the District for the severance pay and/or cash settlement/non-contractual payments if he is convicted of a crime involving an abuse of his office or position.

D. For purposes of this Agreement, the phrase "abuse of office or position" shall have that meaning as set forth in Government Code section 53243.4.

VII. GENERAL PROVISIONS

A. ENTIRE INTEGRATED AGREEMENT

Barnett and the District declare and represent that no promise, inducement, or agreement not discussed in this Agreement has been made between them and that this Agreement contains the entire expression of agreement between Barnett and the District on the subjects addressed in this Agreement. The text herein shall constitute the entire Agreement between the Parties and supersedes all prior oral and written agreements or understandings between Barnett and District.

B. NOTICES

Any notices to be given under this Agreement by either party to the other shall be in writing and may be effected either by personal delivery or by mail. Mailed notices shall be addressed to the parties as set forth below, but each party may change its address by written notice given in accordance with this section of the Agreement. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated and received as of five (5) calendar days following the date of mailing:

DISTRICT: Los Altos Hills County Fire District
c/o General Manager
P.O. Box 1766
Los Altos Hills, California 94023

BARNETT: David Barnett


C. HEIRS AND EXECUTORS

This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Barnett.

D. EFFECT OF WAIVER

The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

E. SEVERABILITY

If any provision, or portion thereof, contained in the Agreement is held unconstitutional, invalid, or unenforceable, the remainder of the Agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

F. ASSISTANCE OF COUNSEL

Each party to this Agreement warrants to the other party that it has either had the assistance of counsel in negotiation for, and preparation of, this Agreement or could have had such assistance and voluntarily declined to obtain it.

G. JURISDICTION

The Agreement shall be governed by the laws of the State of California. Should either party bring a lawsuit to enforce or interpret provisions of this Agreement, such action shall be brought in the Santa Clara County Superior Court, California.

H. INTERPRETATION OF AGREEMENT

The District and Barnett acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the parties, and this Agreement reflects their mutual agreement regarding the subject matter of this Agreement. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any party to be the drafter of this Agreement. Therefore, no presumption for or against validity or as to any interpretation hereof based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

This Agreement is intended by Barnett and the District to be a fully integrated document. The terms of this Agreement are the complete, exclusive, and final embodiment of the parties' intent and may be modified only in a written document signed by Barnett and the District.

INTENDING TO BE BOUND HEREBY, the Parties have executed this Employment Agreement on the dates written below.

LOS ALTOS HILLS COUNTY FIRE DISTRICT: **David Barnett:**

By: _____
Mark Warren, Board President Date

_____/S/_____
David Barnett Date

APPROVED AS TO FORM AND LEGALITY:

By: _____/S/_____
Rob Coelho Date
Assistant County Counsel

ATTEST:

District Clerk, Cori Vargas Date



**Los Altos Hills County Fire District
Los Altos Hills, CA**

**District Operations Manager
Position Description**

GENERAL POSITION DESCRIPTION

The District Operations Manager (Operations Manager) provides operational support, administration, and organization efficiencies for District programs and projects to enable the Los Altos Hills County Fire District (District) to carry out its daily operations and achieve its deliverables effectively and within budget. The Operations Manager is integral in managing services to benefit the community and the District in its mission to protect the lives, property, and environment for the Town of Los Altos Hills and adjacent county areas. The Operations Manager monitors District programs and projects for customer satisfaction and staff feedback, identifies new solutions, and develops methods to ensure continuous improvement. The Operations Manager is a full-time position, reports to the General Manager and assists the General Manager to develop, assess, and revise the District processes, procedures, and productivity to achieve the Strategic Goals and further the District Mission.

DISTINGUISHING CHARACTERISTICS

This position requires adept leadership, communication, and organizational skills to manage consultant projects, oversees complex analytical, technical and administrative services and projects, requires support to and coordination with District staff, Commissioners, County Departments, public agencies, non-profit organizations, stakeholders, and the public.

Essential characteristics of a successful candidate include:

- Works independently and with initiative; capable of working and reporting on multiple projects and programs simultaneously with minimal supervision to achieve District goals.
- Manages programs from development to end, recognizing the capacity of staff, resources, consultants, constraints and timelines for a realistic and achievable workplan.
- Demonstrates excellent leadership, judgement and managerial abilities, including strong written and oral communication skills, collaboration and teamwork, provides

- support to and collaborates with District staff and volunteers; manages work performed by consultants.
- Possesses strong organizational abilities, including high-level project management and budget skills; ability to use technology, data analysis, and metrics for fact-based decision-making.
 - Highly efficient organizational skills, able to manage and complete complex projects on time, keen attention to detail, commits to and completes key deliverables.
 - Flexible and adaptable; understands fluid nature of delivery of services to community in event of emergencies and during uncertain events.
 - Desirable if incumbent has experience in contract and risk management, fire science, fire suppression and emergency medical services, fire service administration, training, operations, wildfire prevention, mitigation and protection and demonstrates skills and proven track record in the fire profession.

TYPICAL TASKS

- Develop, implement, and monitor day-to-day operational systems and processes of key initiatives and goals: examples are: Integrated Hazardous Fuel Reduction Programs, development of evacuation routes, emergency roads and early warning notification programs, implementation of the District Community Wildfire Protection Plan (CWPP Annex 4), operations of the District hydrant and hydrant related infrastructure, involvement in the development of the District GIS mapping and data utilization project, and coordination of programs and projects with partner agencies, stakeholders and public.
- Build and maintain effective relationships with District staff, Commissioners, external partners and vendors.
- Plan, monitor, and analyze key metrics for the day-to-day performance of the District operations to ensure timely completion of tasks within budget.
- Prepare, adjust and monitor timelines for major, multiple projects to measure progress through milestones and key deliverables.
- Devise strategies to ensure growth and continuous improvement of programs and projects to maximize output and minimize costs.
- Ensure District policies and standards as well as county and legislative regulations are followed.
- Work closely with General Manager to lead team with integrity and establish and maintain a trusting, inclusive, and productive and team-oriented environment.
- Provide advice to General Manager, District staff, consultants, and Commissioner as needed on projects, programs and emerging issues.
- Participate in development of annual budget and monitors expenditures for programs and projects in compliance with District plan and policies.
- Prepare and present reports to General Manager, Commission, County Board of Supervisors, County Departments, and other agencies including cities, towns, non-profit organizations.
- Represent the District before governmental agencies, civic and community groups at various meetings, conferences, collaborations with regional and local partners.
- Answer questions and provides information to the public while managing review of concerns and recommend solutions as necessary to resolve issues.

- Work closely with staff and other public and private groups to manage plans for District-wide emergency services projects.
- Serve in the absence of the General Manager and provide staff assistance to the Commission in the absence of the General Manager or when assigned.
- Respond quickly to emails, phone messages, text, requests, and issues.
- Attend monthly Commission meetings and regularly present on items of interest.
- Ability to serve during emergency events and if qualified, serve in regional and/or state deployment.
- May be required for on-call duty availability and for District Emergency Response Special Duties (District ERSD).

EMPLOYMENT STANDARDS

Minimum Qualifications

Any combination of education and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job would be qualifying. A typical way to accomplish this includes:

Possession of a Bachelor's Degree from an accredited college or university and eight years of experience in a public agency, fire agency, non-profit or related organization performing project management functions and three years of supervisory experience. A Master's Degree in Public or Business Administration or law degree or legal training is desirable.

Special Requirements:

- Required Licenses or Certificates: This position requires the ability to travel independently within and outside District boundaries; possess and maintain a valid California Class C Driver's License during course of employment.
- Physically and mentally capable of performing the positions essential functions as summarized in the typical tasks.
- Ability to service during District ERSD for extended duty and if qualified, serve at a regional/State level if deployed.

Required Knowledge and Demonstration of Skills:

- Project management techniques and procedures, including proven knowledge to plan, organize, direct, implement, evaluate and coordinate complex programs and projects.
- Risk management analysis, claims recovery process, insurance provisions.
- Familiarity with fire suppression, emergency medical services, fire protection, prevention and building community resiliency programs and systems.
- Experience in hazardous fuel reduction programs, fire fuel mapping and modeling, wildfire mitigation strategies, GIS and data analytics, working with regional and state fire agencies.
- Experienced and skillful in collaboration, developing and supporting teams and teamwork culture, problem solving, facilitation to promote success with stakeholders, partners, vendors, consultants, elected and appointed officials, staff, residents and public.
- How public entities manage and deliver services to the public.
- Governmental policy development and implementation processes.

- Mediation and other conflict resolution techniques.
- Proven written and verbal communications skills, including ability to make clear and concise presentations.
- Principles and practices, organizational knowledge necessary to plan, organize, supervise and evaluate functions of an emergency preparedness, recovery and response operation in event of disaster and emergency conditions.
- Principles and practices of public administration, organization, budget and project management development, implementation and analysis.
- Principles and practices of training, education, and public outreach.
- Local government organization and operations, including public safety agencies.
- Federal and State laws, policies, programs, and plans for emergency and disaster management.

Required abilities:

- Communication and interpersonal skills demonstrated through successful interaction and working relationships with District staff, public, government officials, coworkers, and vendors, including preparing and delivering clear, concise, and logical oral and written reports.
- Analytic skills to anticipate problems, identify alternative solutions, anticipate consequences of proposed actions and implement recommendations for successful solutions.
- Research and analyze new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Collaborate and support staff and volunteers engaged in programs and activities.
- Build and support teams, teamwork and a team culture.
- Demonstrate problem solving, listening skills and consensus building to find opportunities.
- Provide mentorship and coaching.
- Exercise initiative, ingenuity, and sound judgments in solving difficult administrative, and technical issues.
- Flexibility, adaptability, and ability to deliver services in emergency events.
- Develop and implement short and long-range goals and objectives.
- Coordinate activities with other organizations and agencies.
- Use a variety of communication methods to negotiate and gain acceptance, cooperation and agreement of plans, activities and programs.
- In emergency conditions such as active fire, natural disaster, available for additional hours for continuous days and may involve weekends when assigned to District ERSD duties.

WORKING CONDITIONS/TYPICAL PHYSICAL REQUIREMENTS

Assignments may require working outside normal business hours including periods of extended duration, nights, weekends and holidays and/or traveling and representing the District at local, State and Federal meetings or related events to perform administrative functions, attend meetings, drive; frequently stand and walk on uneven terrain; proficient manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication, ability to quickly respond with necessary strength and agility, manipulate and use equipment, load and unload supplies for distribution or storage; use of office equipment including computers, radios, copiers.

TYPICAL WORKING CONDITIONS

Work may be performed in an office or outdoor all-weather environment; digital meetings, contact with staff, residents, media, commissioners, public officials and the public.