

Sierra County Fire Safe and Watershed Council:  
Executive Director Position

The Sierra County Fire Safe and Watershed Council, a non-profit agency registered in the State of California, is seeking applications for the position of Executive Director. Qualifications include administrative experience, computer expertise, grant writing, record maintenance, budget preparation and field experience, as well as the ability to prepare agendas, conduct meetings and preparation and presentation of Fire Safe and Watershed Educational Programs. Applicants should be familiar with the Fire Safe Council System within California.

The Executive Director reviews fuel reduction plans within the county, writes contracts, hires contractors and supervises projects, and writes grants to fund projects. He or she is the day-to-day manager of the SCFSWC, and must be able to interface effectively with agencies involved in Forest Management within the County, e.g. Sierra County Fire Departments and Districts, US Forest Service, California Division of Forestry, Sierra County Administrative Offices and other agencies operating within the County, and with other California Fire Safe Councils; other duties may be assigned by the Board.

Starting salary is between \$35,000.00 and \$40,000.00, depending on experience and expertise. Hours variable; 30-40 hours per week.

Applications should include a letter of intent discussing relevant experience, a current resume and three references. The SCFSWC Board of Directors will review all applications and make the final decision.

Applications should be sent to SCFSWC, Post Office Box 210, Calpine, California, 96124, and must be postmarked by March 17<sup>th</sup> for consideration.