



State of New Mexico
Classification Description

WILDFIRE PREVENTION AND CONSERVATION COORDINATOR

General Summary

The Wildfire Prevention and Conservation Coordinator is responsible for coordination of all wildfire prevention and conservation education and outreach programs for the Forestry Division.

Wildfire Prevention and Conservation Coordinator

Jobcode: B2033

Pay Band: 70

FLSA Status: Exempt

Distinguishing Characteristics

The Wildfire Prevention and Conservation Coordinator represents the division with television, radio and print media, serving as media contact on wild land fires, promote the division's different forestry programs, coordinating various statewide public education programs and handling related costs and budgets for these items.

Minimum Qualifications

Bachelor's Degree in Journalism and Communications or Public Relations from an accredited college or university and five (5) years' experience in mass communications, public relations, television or radio, print media and /or emergency communications or emergency management. Preference will be given to applicants with experience in wildfire suppression or natural resources.

Essential Duties and Responsibilities*

- Coordinate staff PR training, fire prevention and preparedness education programs and provide timely fire information to the public, media and internal audience (as required).
- Develop fire prevention and outreach plans for communities at-risk from wildland fire;
- Coordinate the development of Division program publications including but not limited to forest and watershed health, fire prevention and preparedness.
- Accomplish the development and continued implementation of the Division's Firewise, Ready, Set, Go! and Community Wildfire Protection Plan programs; develop a community education outreach program that can be used by Division staff to provide public education on forestry, forest and watershed health and other natural resources issues.

Bargaining Unit: Not represented

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Working Conditions: Work is performed in an office setting. Late hours, weekends, standby and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Some travel may be required.

Established: 08/29/2014

Revised: 08/25/2014 Alternative Pay Band Assigned

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*