

**FULL-TIME/TEMPORARY/
LIMITED ONE-YEAR TERM OPPORTUNITY
(Ends June 30, 2027)**



WILDFIRE PROGRAM SUPPORT SPECIALIST

Temporary | Full-Time | Fixed Term | Non-Exempt
Limited Benefits

\$31.80 - \$38.65 per hour, DOE/DOQ

Limited Term Position for ONE YEAR ONLY: July 2026 thru June 2027



ABOUT THE CITY

The City of San Rafael is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment.

With a population of approximately 60,000, San Rafael is a full-service city with a City Council and City Manager form of government with 12 departments, more than 400 employees, and an annual budget in fiscal year 2025-2026 of approximately \$193 million.

The City's vision is to be a vibrant economic and cultural center reflective of its diversity!



TOGETHER
SAN RAFAEL

OUR VISION... where do we want to go
A citywide effort to improve service delivery
and make San Rafael a great place to work.

OUR MISSION... how do we get there
Bring together all City Employees to create, implement,
and celebrate innovative solutions to organizational and
community challenges.

Together San Rafael Guiding Principles

Together in Service

Foster teamwork by collaborating across departments and recognizing the value of diverse perspectives. Help others succeed by creating a supportive environment and always assuming positive intent in interactions.

Reimagine the Status Quo

Challenge norms by asking “why” and testing creative ideas to innovate and improve service delivery. Remember, just because we’ve always done something one way doesn’t mean we should continue; think outside the box.

Start with Community Needs

Cultivate trust and design services with the community in mind. Convene and co-create solutions to better understand and address the needs of those we serve.

Practice Openness

Advocate for transparent, open communication while remaining curious and adaptable. Embrace change to enhance service delivery and drive improvement.

Find Something to Say Yes To

Encourage a positive and solution-oriented approach by taking risks and trying new approaches to solve problems. Embrace creativity and positivity to deliver exceptional customer experiences.

Be Mindful

Every interaction creates a meaningful story, stressing the importance of being considerate and thoughtful in actions and decisions. Serve with integrity and honor our role in responsibly managing public resources.

THE DEPARTMENT

The San Rafael Fire Department is an all-risk fire agency with 69 highly trained operational firefighters providing services in firefighting, Advanced Life Support (ALS) response, ambulance transport, technical rescue, hazardous material response, disaster response, fire prevention, and community preparedness. We are dedicated to delivering the highest level of emergency service to our community—professional, compassionate, predictable, consistent, and sustainable.





THE POSITION

The Wildfire Program Support Specialist provides operational, administrative, and technical support for the San Rafael Fire Department's wildfire prevention, mitigation, and community risk-reduction programs. The Specialist will support the Wildfire Mitigation Program through the implementation of the San Rafael Wildfire Prevention and Protection Plan and Marin Wildfire Prevention Authority (MWPA) goals.

The position works closely with fire prevention staff, vegetation management personnel, contractors, community organizations, and residents to ensure efficient program delivery and high-quality customer service. This role supports planning, data tracking, public education, defensible space evaluations, grant administration, and logistics for wildfire-related initiatives.

This is a full-time/temporary/fixed-term/non-exempt position. The position will be for ONE YEAR only (July 2026 through June 2027). This is an "at will" position and has limited benefits available. This position is fully funded through the Marin Wildfire Prevention Authority (MPWA).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the implementation of the San Rafael Wildfire Prevention and Protection Action Plan and Marin Wildfire Prevention Authority workplan in an inclusive and equitable manner.
- Provide various administrative support services including but not limited to inputting invoices, contracts, and purchase orders, budget tracking, meeting support and responding to resident inquiries.
- Assist in coordinating contractors, scheduling inspections, and maintaining project timelines and documentation.
- Conduct field support tasks such as collecting site information, documenting parcel conditions, preparing inspection forms, and entering data into department databases.
- Maintain, organize, and update program data, reports, maps, and digital records.
- Assist with grant tracing, reporting, reimbursements, and documentation requirements.
- Support development and delivery of public education materials, community outreach events, and preparedness workshops.
- Provide logistical support for equipment, supplies, signage, and daily field operations.
- Prepare written summaries, reports, presentations, and correspondence for supervisors and stakeholders.
- Support the residential assistance programs via documentation, scheduling, and coordination.
- Manage the resident hotline, including phone calls, emails , and third-party software to assure residents have timely information and support.
- Help assure residents are informed through content creation to be shared via physical and electronic forms.

KNOWLEDGE/SKILLS/ABILITIES

- Customer service principles and public communication best practices.
- Principles of wildfire behavior, defensible space, home hardening practices, and vegetation management (training can be provided); Basic understanding of fire prevention, community risk-reduction, and emergency management concepts.
- Office software including word processing, spreadsheets, and databases; recordkeeping, project coordination, and workflow management methods.
- Strong organizational and time management skills with the ability to balance multiple projects; Clear and professional verbal and written communication; Proficiency using computers, tablets, data-entry systems, and mapping tools.
- Ability to interpret and ability program guidelines, defensible space standards and work instructions; Effective interpersonal skills for working with residents, contractors, and internal staff.
- Problem solving and attention to detail in both field and office settings.
- Work independently and also collaborate effectively with a team.
- Provide excellent customer service, sometimes in stressful or high-volume situations.
- Clearly and effectively communicate with residents to understand their concerns and help reach solutions or provide guidance.
- Develop and execute requests for proposals (bids), financial documents, and contracts.
- Learn and adapt to new technologies, databases, and program tools.
- Maintain accurate records and follow procedures consistently.
- Exercise sound judgment and communicate professionally when representing the Fire Department.

COMPENSATION

Salary Range: \$31.80- \$38.64per hour DOQ/DOE

The **Wildfire Program Support Specialist** is a Temporary/Full-Time/Fixed-Term/Non-Exempt position under the Temp/Seasonal Salary Resolution (Paraprofessional Temp).

BENEFITS

- Participation in a retirement plan is mandated by Federal Law, and employees will be enrolled in the Public Agency Retirement System (PARS): PARS retirement: Employer contribution of 3.75% and employee contribution of 3.75%.
- Twelve (12) Days of sick leave per year, ten (10) days of vacation per year; twelve (12) City holidays, and one (1) floating holiday.
- \$950 per month towards the purchase of medical/dental/vision coverage



HOW TO APPLY



or

APPLY ON
CALOPPS
[click here](#)



APPLY BY MONDAY, JUNE 15, 2026 AT 5:00 PM

First Review of Applicants: Monday, June 8, 2026

(We reserve the right to close the recruitment at anytime prior to application deadline)

INTERVIEW SCHEDULE -

- Wednesday, June 17th - First Panel Interview - in person preferred
- Tuesday, June 23rd - Finalist Interview - in person preferred.
- Start date: Early July

Questions? Contact rhonda.castellucci@cityofsanrafael.org