West Region Wildfire Council  
Position Announcement  
GIS SPECIALIST

**Position Title:** Geographic Information Systems (GIS) Specialist  
**Job Type:** Full Time, Exempt, Salaried  
**Reports to:** Wildfire Mitigation Specialist/ Program & IT Manager  
**Closing Date:** Open Until Filled  
**Anticipated Start Date:** Negotiable but seeking a candidate to start as soon as possible.

**Organization**
The West Region Wildfire Council (WRWC or The Council) is a nonprofit based in Ridgway, CO. The organization promotes and empowers community wildfire adaptation while increasing resilience to future wildfires. WRWC acts as the regional focal point for coordination and collaboration for reducing wildfire risk within Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel counties.

The West Region Wildfire Council has a governing Board of Directors that is made up of appointed state, county and local representatives with federal liaisons from the BLM & USFS.

**Position Summary**
The GIS Specialist is the inhouse technical expert for all Geographic Information Systems (GIS) related needs and functions for West Region Wildfire Council (WRWC) staff as well as for select partner/collaborative projects and initiatives. The GIS Specialist is responsible for the development and management of all GIS related workflows, geospatial database administration and management as well as the creation/building/management of static and online map products. The successful candidate will work with the Council staff as well as select external partners to assist with the advancement of WRWC’s mission and vision associated with increasing community, ecosystem, and watershed resilience to wildfire in western Colorado.

**Position Location**
WRWC staff work from our Ridgway, CO office but staff (including this position) are afforded the opportunity to work remotely as job duties and schedules allow- on a limited basis.

**Primary Areas of Responsibility**

**GIS Management:** The GIS Specialist will lead all work related to development and support of GIS technologies and needs for the West Region Wildfire Council (WRWC) staff as well as for select partner/collaborative projects and initiatives. The GIS Specialist is responsible for:

- Overseeing and managing all GIS related functions for the organization.
- Providing support to staff that are utilizing GIS for projects and program functions.
- Managing base and project geospatial data.
- Archiving and incorporating past GIS data.
- Leading or supporting mapping projects in coordination with staff.
- Providing quality control for project data.

**MyWildfireRisk Program GIS Management:** The MyWildfireRisk Program leverages mobile and web-based technologies with a geospatial component to empower homeowners with science-based, site specific, tailored and actionable wildfire risk mitigation recommendations. The GIS Specialist works with WRWC staff and program partners to realize the potential of these technologies by providing critical support related to the functionality of the mobile and online technologies.

**GIS Web Content Management:** Clear communication with landowners, homeowners and affiliated organizational partners is a critical component to our organizational success. WRWC’s website sits at the center of those communications and the GIS Specialist will be the primary lead in managing spatial data on the website and across shared databases.

**Mobile Data Collection Technologies:** WRWC staff conduct field-based wildfire risk assessments and perform other forms of field-based data collection. Staff utilize Fieldmaps for Arc, Survey 123 or similar
mobile data collections technologies. The GIS Specialist will develop geodatabases, provide programming and complete other necessary tasks to help support WRWC, and program partners, in the use of mobile applications for data collection.

**Data Management:** WRWC strives to take a systematic approach, utilizing data collection as a key pillar to our strategy. As such, data management is an increasingly important organizational need. The position will work to integrate newly collected data into existing databases and coordinate with programmatic partners related to data sharing and collaborative risk planning/mitigation efforts.

**External Collaborative Partnership GIS Support:** WRWC facilitates, supports and participates in a variety of watershed, forest, and project scale collaboratives throughout the West Region area that have a connection to the wildfire issue. The GIS Specialist plays a central role in supporting these collaboratives by working to understand the needs of these collaboratives and by providing limited support to develop and maintain GIS solutions for, and on behalf of, these groups.

**Project and Program Level Tracking:** Internal project level and programmatic tracking is a critical component to our work to meet the challenge of honoring commitments (e.g. grant and agreement deliverables) while moving our organization forward. The position will integrate with staff and programs to learn about the functionalities of project management and tracking database and will provide geospatial support to staff to ensure database accuracy.

**Mitigation Specialist/Forester Cross Training:** WRWC is a small organization and staff work across multiple disciplines and specialties. As such cross training of staff in certain program areas is part of this position. Cross training in WRWC’s Vegetation Management Cost-Share Program, Rapid Wildfire Risk Assessment initiatives, Site Visit program including scheduling, etc. will be integrated into the position as time allows.

**Organizational Sustainability & Other Duties as Assigned:** The staff of the WRWC are required to be strategic problem-solvers with the ability to nimbly jump in and participate in any variety of tasks or duties that help move WRWC forward.

**Preferred Qualifications**
- College degree in a related field OR;
- Two years of experience in GIS/IT field with a proven track record

**Ideal Knowledge, Skills & Abilities**
- Strong proficiency with word processing, spreadsheets and database management
- Strong proficiency with Google suite of applications (Drive, Docs, Sheets, Forms, etc.)
- Strong proficiency with ESRI products (ArcMap, Catalogue, Fieldmaps, Survey123, Online, etc.) as well as Avenza.
- Strong proficiency with other mobile and web-based technologies
- Self-starter and self-motivated
- Ability to simultaneously manage multiple projects and activities.
- Close attention to detail and organization
- Knowledge of and experience with collaborative forest, ecosystem and watershed management/restoration
- Willingness to work some evenings, weekends and holidays (flexibility)
- A clean driving record as well as Colorado issued driver’s license (or ability to get one)
- Ability and willingness to drive an organization owned vehicle for travel within the work area.
- Ability and willingness to use a personal vehicle for travel within the work area (see “mileage reimbursement” below). The need for this is anticipated to be limited.
- Ability to develop and sustain professional relationships and organizational partnerships.
- Ability to work in a small nonprofit team-oriented environment.

**Ideal Attributes**
- Personable and professional. Successful candidate will be enthusiastic about supporting overall programmatic efforts and outcomes via the GIS role.
- Possess innovative follow through- whereby concepts go from ideas to self-led implementable solutions.
- Team player with the ability to collect many different types of input and move forward in a positive, productive way.
● Self-starter and self-motivated, independent and committed to being helpful.
● Excellent customer service ethic; strives to “meet people where they’re at” when communicating.

Why Join the West Region Wildfire Council Team?
We are a small, hard-working team that is dedicated to making great work happen with limited resources. We have a strong passion for our work and are driven each day to advance our mission and help make our communities, forests and watersheds more resilient to wildfire. We utilize a team-oriented and collaborative approach to address the wildfire issue – one that is large in scale and complex in nature. We understand that addressing the wildfire issue requires a dedicated and multi-disciplinary approach and we seek to leverage the best available science and the best available technologies as well as our partnerships and relationships to further our work and impact.

Our staff value a high-quality work product and an ability to recognize needs; coupled with the willingness to jump in and begin addressing those needs. We are focused on honoring commitments and we value the capacity to think outside the box, innovate and move our programs forward in support of the WRWC mission. We value a sustainable work-life balance.

Video Highlighting some of our work & partnerships

Our Office: We have a wonderful office location in the heart of downtown Ridgway. Mountain feel, an abundance of natural light, FAST fiber internet and an outdoor patio table for al-fresco meetings.

Compensation & Benefits
● **Annual Salary:** The salary range for this position will be in the $60,000 to $80,000 range. Please note that the range describes the full salary range for the position. New hires typically start at the beginning of the range.
● **Annual Salary Increase:** All employees are eligible for an annual performance and budget dependent salary increase, typically in the range of 3.335%
● **Cost of Living (COLA):** The organization evaluates cost of living adjustments on an annual basis.
● **Healthcare:** WRWC offers a taxable Employee Wellness Stipend- $155.00 per pay period ($4,008.00 annually). No wait period.
● **Family Medical Leave Insurance (FAMLI):** WRWC covers the employee portion of the FAMLI payroll premium. FAMLI is a new CO payroll premium effective January 1, 2023.
● **Retirement:** Up to $1,250 annually (after probationary period) cash match for individual qualified IRA contributions
● **Paid Holidays:** 11 paid holidays (including your birthday)
● **Relocation Housing Stipend:** If the candidate is relocating to the West Region Counties from outside the six county region for this job, WRWC offers $300.00 per month for the first six months of employment as a taxable relocation housing stipend.
● **Flexible Time Off Policy:** WRWC offers a Flexible Time Off Policy which permits opportunities for employees to request/take paid time off on an as needed basis with the intent of promoting trust in our employees and a sensible work-life balance. This benefit covers both personal leave and sick leave.
● **Cell Phone Stipend:** Up to $60/month
● **Physical Training Time:** Up to 2 hours per week paid time
● **Mileage Reimbursement:** Reimbursement for work related mileage on personal vehicles. Reimbursed monthly at the current federal rate for each mile documented.
● **Company Owned Vehicle:** Use of a company owned vehicle, in accordance with policies and availability of the vehicle (WRWC currently owns only one vehicle)
● **Position Growth Opportunities:** If job duties increase in complexity or responsibility- salary adjustments are typical and commensurate.
● **Professional Development:** Support, including funding, for continued professional development, education and training as needs, budget and capacity allows.
To Apply

● **Closing Date:** Open Until Filled

● **Application Materials:**
  o Cover Letter – describing your experience as it relates to the position, your interest in working in this field and how you believe your knowledge, skills and abilities will help WRWC be successful. *Also, please indicate in your cover letter how you found out about this position.*
  o Resume
  o 3 References – name, title, contact information and a brief explanation of your relation to this person.
  o Please package all application materials in to a single PDF
  o **Optional:** You may include **one** highly related work product that showcases an example of your skill sets, experience, etc. as it relates to this position. This can be a separate attachment or link, etc.

● **Email:** Lilia Falk; Director of Finance, Agreements and Human Resources at lilia.falk@cowildfire.org

● **Subject Line:** GIS Specialist – [Your Last Name]

● **Interview Process:**
  o Candidates who proceed beyond the initial application screening will be offered a preliminary informal interview (held via zoom).
  o Candidates who proceed beyond the preliminary Interview will be offered the opportunity to participate in an in-person interview.

● **Start Date:** Negotiable, as soon as is mutually possible.

**Environmental and Physical Factors**

Work is performed in an office, vehicle and/or outdoor setting in all possible weather conditions. While performing the duties of this job the employee is required to stand, sit, walk, talk, talk on the phone, or hear for extended periods of time. Occasionally lifts and carries 50lbs at least 100ft. May walk over uneven rough terrain, carries necessary job equipment and can spend extended amounts of time outdoors in the elements. Frequently sits in one position while driving or while in the office or while attending in-person or zoom meetings. In some cases, the position may need to travel large distances during a single day to access some of the remote locations associated with this job. Limited overnight travel is expected. Weekend or evening commitments exist but are not overly frequent.

WRWC strongly encourages employees to vaccinate (and boost) for COVID-19 as well as other infectious diseases following relevant local, state and federal guidelines.

**Equal Employment Opportunity**

There shall be no unlawful discrimination or harassment against employees or applications for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.