

**DEPUTY EXECUTIVE DIRECTOR
NORTHEASTERN FOREST FIRE PROTECTION COMMISSION (NFFPC)
(AKA NORTHEAST FOREST FIRE PROTECTION COMPACT)
VACANCY ANNOUNCEMENT**

LOCATION: Flexible - within the geographic area of Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island and New York. Office to be set up at home or other convenient location within the seven state area.

CATEGORY: Salaried Year Around - Part Time 24 hours per week average – Paid Monthly

EMPLOYER: NORTHEASTERN FOREST FIRE PROTECTION COMMISSION (NFFPC) – an interstate, international government entity and Equal Opportunity Employer. More Info www.nffpc.org

POST DATE: 03/01/2019

CLOSE DATE: 04/05/2019

SALARY – For Part Time: U.S. Federal GSA Pay Scale at GS 11. Range of \$36,126 - \$46,964 USD Annual for 24 hours per week average, based on years of service. (\$28.95 to \$37.63 per hour).

BENEFITS: Employer share of U.S. Social Security and Medicare, travel per diem, personal mileage for travel, free passport acquisition/replacement, and Deferred Compensation Plan available.

OFFICE: Monthly rent provided for providing a self-sufficient office. Office equipment and supplies provided by NFFPC. Internet service required at the office location.

POSITION STATUS: Work with existing Executive Director as part of the Executive Team.

START DATE: Negotiable, preferably by September 1, 2019.

DESCRIPTION of WORK:

Performs professional work in forest fire management with primary responsibility for coordinating mutual aid activities among the New England States, New York, Quebec, New Brunswick, Nova Scotia, Newfoundland/Labrador, Prince Edward Island, US Forest Service, US National Park Service, the US Fish & Wildlife Service, the Bureau of Indian Affairs, and the Fire Department of New York City (FDNY) at the direction of the Northeastern Forest Fire Protection Commission; initiates, maintains, processes all fiscal, accounting, contracts, and other records of Compact operations; applies for and manages all aspects of federal and private grants for the compact and some individual member agencies; plans for and assists the Commission Chair, Operations Committee and all Working Teams in planning/organizing/conducting/managing meetings, training, and events for the Compact members; represents the compact in local, regional, national, and international organizations; provides professional fire management assistance to members; plans, organizes, facilitates, and supports movement of resources through NECC and amongst the agencies and other forest fire compacts; supports, coordinates, manages delivery of training courses and academies in concert with compact committees and Working Teams; writes/assimilates annual and other reports; maintains a functional website used for information and fire planning purposes; does related work as required to assist members in fire management and related forest health issues. Performs duties as required by the executive director and commission. Hours may often be non-typical based on member needs and wildland fire activity.

NOTE: Above work will be shared with an Executive Director and responsibilities will be delegated as necessary to maintain operational functionality. This position will function as a chief financial officer. These duties will include but not limited to tracking all revenues and expenditures for all accounts and grants, managing grant applications, reporting and tracking match, reconciling invoices of compact members and partners, managing costs and invoices associated with training and meeting sponsorship. Above duties may be shared with the executive director to ensure continuity of operations.

MINIMUM QUALIFICATIONS

At least ten years of experience in forest fire management or related field, at least five years of which shall have been devoted to forest fire control activities on a state, provincial or regional basis in a supervisory or managerial capacity.

At least two years' experience in federal grants management with preference given to higher experience. Experience negotiating contracts and agreements with agencies or service providers. Experience in general finances similar to that gained from state or provincial agency administration or the running of a medium sized corporation.

Be articulate in speaking and writing and effective in communicating with individuals, groups, and the general public. Able to maintain good diplomatic relations amongst the states, provinces, federal agencies, and regional, national, and international entities.

Have considerable ability to plan own work schedule and organize meetings, training sessions, and take emergency actions. Must be able to handle stressful situations that may arise during emergency response incidents or busy periods of activity.

Be proficient in the use of a Windows PC computer, including the use of word processing, spreadsheets, databases, internet services, using webinars, and e-mail.

Have a valid driver's license and be able to travel anywhere within the U.S. and Canada, including extended overnight stays.

Be able to provide/find office space adequate to accommodate a desk, computer, fax, photocopier, filing cabinets and other office equipment and files as provided by the Compact.

Being bilingual in English and French is highly desirable.

Must be able to obtain and maintain a passport for travel between the U.S. and Canada.

MINIMUM QUALIFICATIONS: Applicants with wildland fire management and/or financial experience will be given preference. **LICENSE/CERTIFICATION:** Must possess a valid driver's license without restrictions to travel within the U.S. and Canada. Being bilingual in English and French is highly desirable.

SPECIAL REQUIREMENTS: Must be available to work non-typical hours in a timely manner as they relate to emergency situations and as needed for completion of work. Must successfully pass a criminal background and reference check if requested.

APPLICATION PROCESS: To apply, provide your completed resume, to include education and work experience, and list of references with current contact information by April 5, 2019.

Send application information as follows:

By Email (Preferred): necomact@fairpoint.net

By Mail: Tom Parent, NFFPC Executive Director, P.O. Box 6192, China Village, ME 04926-6192

By Office/ Fax: 207-968-3782

The contact information above can also be used to acquire more information.