

|                           |                              |
|---------------------------|------------------------------|
| <b>Job Title</b>          | State Dispatch Coordinator I |
| <b>Job Code</b>           |                              |
| <b>Exempt Status</b>      | Non-Exempt                   |
| <b>Position Status</b>    |                              |
| <b>EEO Classification</b> |                              |

### **Job Summary**

The State Dispatch Coordinator I, under direction, is the primary designee for maintenance of training records and qualifications for permanent and seasonal Texas A&M Forest Service (TFS) employees. Serves as the assistant to the Program Coordinator (Emergency Response) in the operational duties of the Texas Interagency Coordination Center (TICC).

### **Essential Duties and Responsibilities**

- Coordinates the daily operations of the TICC.
- Serves as team leader to TFS staff at TICC.
- Works cooperatively with Federal agency personnel and serves as TFS representative at TICC.
- Participates in TFS dispatch operations during emergency response.
- Tracks qualifications, training, and fitness for TFS employees. Supervises input and maintenance of Type 3 qualifications and training database. Becomes proficient in the Incident Qualifications System (IQS).
- Becomes proficient in Resource Ordering Status System (ROSS) for mobilization and demobilization of resources.
- Assists with maintenance of TICC manuals and directories. Assists with processing of intelligence information.
- Maintains a thorough knowledge of agency policies and procedures. Completes Agency required and developmental training as needed.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities**

### **Minimum Requirements**

*Education* – High school diploma or equivalent combination of education and experience.

*Experience* – Four years of related experience at TFS or comparable State or Federal agency, including related experience in the Incident Command System (ICS).

*Knowledge of* – Knowledge of word processing, spreadsheet, and database applications.

*Ability to* – Ability to multitask and work cooperatively with others.

*Licensing / Professional Certification* – Valid driver's license. Qualification in any ICS functional area.

*Physical Requirements* – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Supervision of Others**

This position generally does not supervise employees.

### **Other Requirements**

|                       |  |
|-----------------------|--|
| <b>Approved by:</b>   |  |
| <b>Date approved:</b> |  |
| <b>Reviewed:</b>      |  |