

Job Title	State Dispatch Coordinator II
Job Code	
Exempt Status	Non-Exempt
Position Status	
EEO Classification	

Job Summary

The State Dispatch Coordinator II, under direction, maintains the 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 and assists in supervising TFS dispatch operations during emergency response. Assists with Federal expanded dispatch operations.
- Serves as primary agency contact for the Southern Area Coordination Center, local Texas Forest Service, and Federal dispatch offices.
- Provides pertinent information to department head regarding TFS and interagency resource availability and issues related to response activities. Manages procurement and evaluates cost effectiveness of incident air travel.
- Proficient in the Incident Qualifications System (IQS). Tracks qualifications, training, and fitness for TFS employees. Supervises input and maintenance into databases.
- Proficient in Resource Ordering and Status System (ROSS) for mobilization and demobilization of resources.
- Assists with maintenance of TICC manuals and directories and the 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 – Seven years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications.

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

Licensing / Professional Certification – Valid driver's license. National Wildfire Coordinating Group (NWCG) qualification of Expanded Dispatch Supervisory Dispatcher (EDSP).

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

Approved by:	
Date approved:	
Reviewed:	