

Job Title	State Dispatch Coordinator IV
Job Code	
Exempt Status	
Position Status	
EEO Classification	

Job Summary

The State Dispatch Coordinator IV, under general direction, trains, records, and qualifies all 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 a TFS representative at TICC.
- Supervises TFS and Federal expanded dispatch operations during emergency response.
- Serves as the agency lead for the Incident Qualifications System (IQS). Tracks qualifications, training, and fitness for TFS employees.
- Provides counseling for personnel with regards to training and qualifications requirements and procedures. Makes recommendations on National Wildfire Coordinating Group (NWCG) position task books to agency certifying official.
- Identifies resource shortages within the agency and works with TFS supervisor and FRP Training Coordinator to develop additional resources.
- Serves as agency expert for Incident Qualification System (IQS). Manages tracking qualifications, training, and fitness for TFS employees. Supervises input and maintenance of databases.

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 – Thirteen years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications.

Ability to – Ability to multitask and work cooperatively with others. Excellent written communication, analytical, interpersonal, and organizational skills.

Licensing / Professional Certification – Valid driver's license or ability to obtain one within 30 days of employment. NWCG qualification of Expanded Dispatch Supervisory Dispatcher (EDSP). Obtain additional NWCG qualification equivalent to unit leader in any 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 may supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	