

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

LOCATION: Flexible - within the geographic area of New York through Maine and Quebec Canada through Newfoundland/Labrador Canada. Office to be set up at home or other convenient location.
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
POST DATE: 03/31/ 2017
CLOSE DATE: 05/01/2017
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.
POSITION STATUS: Work with existing Executive Director with goal to transition into the Executive Director position.
START DATE: Negotiable, preferably by September 1, 2017 but can be as late as January 1, 2018.

DESCRIPTION of WORK:

Performs professional work in the field of forest fire control 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, and the Fire Department of New York City (FDNY) at the direction of the Northeastern Forest Fire Protection Commission; 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; applies for and manages all aspects of federal and private grants for the compact and/or individual member agencies upon request; initiates, maintains, processes all fiscal, accounting, contracts, and other records of Compact operations; 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.

NOTE: Above work will be shared with an Executive Director and responsibilities will transition to Deputy Executive Director over time. Above duties may be shared amongst two individuals going forward.

MINIMUM QUALIFICATIONS

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

Be articulate in speaking and writing and effective in communicating with individuals, groups, and the general public.

Have considerable ability to plan own work schedule and organize meetings, training sessions, and take emergency actions.

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 overnight stays.

Be able to provide/find office space adequate to accommodate a desk, computer, fax, photocopier, filing cabinet and any other office equipment 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 as needed. 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 30, 2017. Send application information as follows:

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

By Office/ Fax: 207-968-3782

By Email: necomact@fairpoint.net

The contact information above can be used to acquire more information if there are questions.

FOR MORE INFO: More detailed announcement and organization information can be acquired at www.nffpc.org