



## Job Announcement

### Staff Forester

Douglas Forest Protective Association  
1758 NE Airport Road  
Roseburg, OR 97470  
541-672-6507

**POSITION:** A **Staff Forester** position is available with the Douglas Forest Protective Association (DFPA). This position is responsible for designated administrative activities in this organization and is part of the DFPA management team. This position requires significant coordination and planning within the organization and with cooperators. The Staff Forester position supervises three employees and oversees five key programs: Acreage Control & Fire Patrol Assessment, GIS & IT, Industrial Fire, Fire Prevention / Public Information, and Fire Planning for the District. This position is directly supervised by the District Manager.

**ORGANIZATION:** Founded in 1912, DFPA is a non-profit corporation located in Roseburg, Oregon. DFPA has wildland fire protection responsibilities on 1.6 million acres of membership lands, private, State, County, Bureau of Land Management (BLM) and Bureau of Indian Affairs (BIA) lands within Douglas County. DFPA is a very active and aggressive wildland forest protective association that has a staff of 17 fulltime and 100 seasonal personnel. DFPA is integrated with the Oregon Department of Forestry (ODF) by contract and by ORS Chapters 477 and 526.

**LOCATION OF POSITION:** The Staff Forester will maintain an office at the DFPA Headquarters in Roseburg, Oregon. For information about the Roseburg area please visit:  
<http://roseburgareachamber.org/> or <http://www.visitroseburg.com/>

#### **RESPONSIBILITIES:**

- Primary responsibilities of the position are to provide professional expertise in the development and implementation of multiple programs that support district goals and management decisions, while adhering to applicable laws, regulations, policies and guidelines.
- Responsible for the District Acreage Control Program. This includes the accuracy of Direct Billings, Association Roll, and the County Assessment Roll. The position is responsible for facilitating reviews of the district's Land Classification and coordinating with Douglas County Government officials.
- Serve as District Training Coordinator and responsible for maintaining accurate records. Provide coordination between units and assist in facilitating and/or instructing wildland fire courses as needed.
- Serve as the District's Fire Planner, including the completion of Fire Business Analysis, Pocket Cards and the tracking of National Fire Danger Rating System (NFDRS) Indices. Monitors fire danger conditions and makes recommendations on enacting closures and severity requests.
- Responsible for the implementation and compliance with the Oregon Smoke Management Plan.
- Serve as Lead Fire Investigator for the District. Provide leadership in maintaining a high level of professional investigations on all DFPA fires.

- Serve as overhead on District Type 3 fires and in an overhead position statewide as needed.
- Plan, organize and complete projects with limited supervision to accomplish all of DFPA's goals and standards. Identify and solve problems, set goals and objectives, develop action plans, budgets and evaluate accomplishments on assigned programs.
- Assist with the development of fiscal and biennial budgets.
- Supervises the Computer System Administrator and GIS program for the District.
- Supervises and is responsible for the Industrial Fire Program. On average the district completes 233 industrial inspections and issues 167 industrial waivers.
- Supervises the Prevention and Public Affairs program for the District. Coordinates that all prevention messages are consistent throughout the district and are released timely with events.
- Supervises the Firewise Coordinator and is responsible for ensuring consistency in the implementation of the program district wide.
- Serve as the District Safety and Wellness Program coordinator. Must have the ability to interpret the applicable safety rules and regulations.
- Responsible for the District Property Inventory and will serve as the primary contact with the Oregon Department of Forestry on all communications equipment and schedules.
- Serve on District and statewide task forces and committees.
- Responsible for the coordination of grant submissions and serves as the single point of clearing for all grant submissions.
- Occasionally may serve as acting District Manager, acting Unit Forester, or Deputy Agency Administrator.

**MINIMUM QUALIFICATIONS:**

- Must have a combination of education and progressive experience in wildland fire prevention, suppression and control. A bachelor or associate's degree is desirable, but not necessary if the applicant has the appropriate wildfire field and administrative experience. Must have the experience and capability to direct the fire action on single or multiple fire situations and must be qualified as a Division Supervisor.
- Must have a valid Oregon driver's license and a satisfactory driving record.
- Must have knowledge of the fire protection program goals, objectives, policies and operational procedures of both ODF and DFPA. This includes knowledge of Oregon fire laws and enforcement policies and knowledge of forest fire prevention, suppression and mobilization principles and techniques. A strong investigation background is required.
- Must have a strong working knowledge of the NFDRS and be capable of analyzing related statistical data.
- Must have intercommunications skill to work with a wide variety of individuals within DFPA, ODF, BLM, USFS, BIA, timber industry, rural fire departments, small landowners, ranchers, and the general public.
- Must have the ability to effectively communicate both orally and in writing.
- Must have the experience and ability to develop and instruct the necessary classes and programs for employees and cooperators.
- Must have the ability to perform instant and/or sustained arduous physical activity on fires. May work in inclement weather and/or other activities requiring endurance. Physical conditioning will be tested in accordance with DFPA policy.

**DESIRABLE QUALIFICATIONS:**

- Experience working in a highly structured organization, such as government agencies, the military or corporations, with established lines of authority, procedure and protocols.
- Experience working within a complex fire program with numerous competing objectives.
- Working knowledge of the Western Oregon Fire Protection Service Contract between ODF and the BLM.
- Experience working in an interagency environment.
- Computer experience beyond a basic knowledge.
- Experience with ArcGIS, GPS mapping and compiling data.
- Experience working around and managing aviation resources.

**BACKGROUND / PRE-EMPLOYMENT CHECK:**

DFPA is committed to providing a safe and productive working environment. To achieve that goal, we conduct background investigations for final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history. The successful candidate will be required to pass a drug screen prior to employment.

**SALARY:**

Classified as Staff Forester, the salary is commensurate with experience and qualifications. Salary range: \$5,008 - \$7,390 / month. This position is classified as "Management" and is not eligible for overtime compensation unless preauthorized by the District Manager.

**BENEFITS:**

Health, dental, vision, and life insurance policies provided. Annual leave, sick leave, and personal leave available. Association retirement program provided.

**APPLICATION:**

Applications are available on line at <http://www.dfpa.net/employment.asp> Applicants must meet the minimum qualifications in the announcement to be considered for hire. Apply no later than Friday, December 8, 2017 for full consideration. Attach each of the items listed below individually as a Word Document (.doc), PDF (.pdf), or Rich Text Format (.rtf). A complete application packet consists of:

1. Cover letter with a Statement of Qualifications
2. Resume
3. Douglas Forest Protective Association Application for Employment
4. Transcripts (for each degree earned that is listed under qualifications) and/or a Master Wildland Training Record
5. References (contact information for professional references including at least one supervisor)

Email completed application packet to Jill Miller, Business Manager at: [Jill.m.MILLER@oregon.gov](mailto:Jill.m.MILLER@oregon.gov)

Specific questions relative to this position should be referred to Patrick Skrip, District Manager at (541) 672-6507.

**IMPORTANT APPLICATION INFORMATION:**

Please note that incomplete applications will not be considered. Please remove social security numbers and birthdates from all application materials.

All applicants will be screened based upon desirable qualifications and relevant experience. Only the most qualified applicants will be scheduled for interviews. All other applicants will be placed in a talent bank for future consideration. Selected applicants will be notified for an interview prior to December 22, 2017.

**AN EQUAL OPPORTUNITY EMPLOYER**

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The Douglas Forest Protective Association does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. DFPA is an equal opportunity/equal access employer fully committed to achieving a diverse workforce, and complies with all federal and Oregon state laws and regulations regarding non-discrimination.