



Ochoco & Deschutes National Forests and Prineville BLM

Central Oregon Fire Management Service
OUTREACH & VACANCY ANNOUNCEMENT
Logistics Dispatcher, GS-2151-4 or 5

Central Oregon Fire Management Service (COFMS) is recruiting to fill a GS-2151-4 or 5, Logistics Dispatcher. This Temporary position is located at Central Oregon Interagency Dispatch Center in Prineville, Oregon * It is a Forest Service position, hosted by the Ochoco and Deschutes National Forests. Multiple positions may be filled from qualified applications.

If you are interested in applying for this position, please respond on the enclosed **Outreach Notice Form** by Mar. 01, 2013.

Based on the response from this outreach, a referral list will tentatively be requested at the end of February. It is recommended that all interested candidates have their applications completed no later than Mar. 05, 2013. Estimated starting date for this position May 6, 2013.

ABOUT THE POSITION:

The tour is 1039

Duties: Participates in the management of the organization by performing routine administrative and miscellaneous clerical duties. Answers and screens all emergency calls, personal telephone inquiries relative to the activities of the dispatch office when the information required can be supplied from own knowledge of departmental operations or can be located in office files or records. Refers calls to other personnel or component organizations as appropriate. Maintains office files, searches for and withdraws material when requested. Compiles statistical data reports, charts or records. Extracts data from documents and posts or tabulates. Verifies accuracy of computations or computer quantities. Receives, sorts, routes incoming mail or correspondence and makes distribution. Uses standard computer hardware/software programs and procedures to input, update, review, and/or retrieve data. Utilizes special computer programs within dispatch in assisting personnel before and when on an emergency scene. Compiles information in appropriate computer software. Provides critical

logistical support information to supervisor and makes recommendations concerning the efficient use of available resources. Shares pertinent information with cooperators and other interested entities. Gathers information for the development and maintenance of the dispatch mobilization guide and internal dispatch operating guides. Transcribes and maintains all telephone and two-way radio transmissions in appropriate communication logs.

CONDITION OF HIRE:

GS-04: One Year of general experience. General experience include but are not limited to: Used common office machines or equipment such as personal computers, copying machines, fax machines, binding, stapling or hole punching equipment. Performed reception duties, such as answering phone calls, greeting visitors, and taking messages. Any work experience, paid or unpaid. Unpaid experience, for example, may be regular volunteer work, such as at a park, hospital, community sports league, etc. -OR
Successful completion of 2 years of study above high school related to the occupation. -OR
A combination of education and experience listed above.

GS-05: I have 1 year of specialized experience equivalent to GS-04: Specialized experience is defined as: Performed a full range of standardized emergency dispatching duties in accordance with established processes, methods, and procedures, such as common tasks to support the dispatching of emergency equipment, resources, and supplies for fighting fires, processed resource orders through established dispatching channels. Informed supervisors of logistical support activities and dispatched additional resources. Recorded and maintained communication logs involving telephone and two-way radio transmissions.-OR
Successful completion of 4 years of study above high school. -OR
A combination of education and experience listed above.

CONTACT INFORMATION:

Anyone interested in further information and/or has questions regarding the position may contact: Valerie Reed (Assistant Center Manager) at 541-416-6815; Mailing address: 4550 SW Airport Road, Prineville, OR, 97754; or email: vreed@fs.fed.us .

This position is advertised on the web in USAJOBS through the open continuous roster (OCR). <http://www.usajobs.gov>

TEMPOCR-2151-4-FIRE DISP-DT

TEMPOCR-2151-5-FIRE DISP-DT

Interested candidates need to ensure they select Prineville, OR as a duty location in the application process.

ABOUT COIDC

Central Oregon Interagency Dispatch Center (COIDC) provides support to federal and state wildland units within the Central Oregon area. Central Oregon averages 450 wildfires per year and 1000-1400 total incidents per year (including law enforcement, search and rescue, smoke checks, prescribed fire activity, etc). COIDC hosts Type I, II and III Interagency Incident Management Teams. Agency resources include 45 engines, four hand crews, several dozers, and an exclusive use helicopter. On average, COIDC hosts 15 regional/national contract crews, 50 contract engines, 25 contract water tenders, and numerous Emergency Equipment Rental Agreements (EERA's). COIDC also hosts 50 Administratively Determined (AD) overhead personnel. COIDC has responsibility for dispatching several Regional and National resources including two Interagency Hotshot Crews, Smokejumpers, Rappellers, Lead Planes, Air Tankers, an Air Attack module, and several helicopters. COIDC operates year round, and operates 24 hours a day when needed.

ABOUT THE AREA:

The City of Prineville is located 35 miles northeast of Bend and 30 miles southeast of Madras. The major highway through town is US Highway 26. The population is around 11,000 in the city with approximately 23,000 living in the surrounding area. There are numerous parks in and adjacent to town; a public library; full service medical and dental facilities; a shopping center; a country club, two golf courses and numerous denominations of churches.

SCHOOLS: The Crook County School System in Prineville consists of four elementary schools, one middle school and one high school. Central Oregon Community College in Bend offers two-year programs as well as four-year degrees through Oregon State University and the University of Oregon. There are several private schools in town and there is also an active home-school program in both counties.

HEALTH CARE: Prineville has one major hospital and two clinics.

HOUSING: Rental apartments and houses are available in Prineville. The approximate range for the monthly cost of rentals is \$500-\$600 for a two bedroom, one bath unit and around \$650-\$750 for a three bedroom unit in either duplexes or apartments. The cost for a three bedroom single-family house runs \$750 and up.

Prineville is a rapidly growing community with many new subdivisions. The average price for a newer home in Prineville is \$190,000 - \$250,000, and for a single-family residence on rural acreage \$250,000 - \$300,000 and up. The value of rural property is determined to a large extent on the availability of water.

CENTRAL OREGON:

TRAVEL: The Redmond Municipal Airport is currently served by four air carriers: Delta Connection, Horizon Air, United Express and Allegiant Air with daily direct flights to and from Las Vegas, Los Angeles, Portland, San Francisco, Salt Lake City, and Seattle.

WEATHER: Central Oregon is 'High Desert' which means the climate is semi-arid and has four distinct seasons. Summer brings warm, sunny days with temperatures in the high 80's to 90's.

There can be a few days in August where the temperature will reach the low 100's. Fall is pleasant and mild with average high temperatures of 75 degrees, and nighttime lows sometimes dipping into the 20's. Winter is relatively mild with the snowfall in the neighborhood of 8-10 inches, but it usually melts quickly. Temperatures are normally in the low to mid 20's and 30's. January can bring a week or two of sub-zero temperatures. Spring is usually sunny, but cool. The growing season is relatively short as the elevation of Redmond is 3,077, Bend is 3,623 and Prineville is 3,033 feet. Madras, with an elevation of 2,242 feet, enjoys a longer growing season. The average yearly precipitation in Central Oregon ranges from 8.64 to 12 inches.

More detailed information about Central Oregon may be obtained from the following websites:

<http://www.city-data.com/city/Bend-Oregon.html>

<http://www.city-data.com/city/Prineville-Oregon.html>

<http://www.city-data.com/city/Redmond-Oregon.html>

If you are interested in this position, please complete this form and **email it to Valerie Reed (vreed@fs.fed.us) by Mar. 01, 2013.** Forms may also be mailed to: COIDC 4550 SW Airport Road, Prineville, OR, 97754, or **Faxed to (541) 416-6847, Attn: Valerie Reed.**

I am interested in the following position:

Location: **Region 6, Central Oregon Interagency Dispatch,**

PERSONAL INFORMATION:

Name: _____ Date: _____

Address:

E-Mail Address:

Phone:

Current title/series/grade:

Are you currently a Federal employee? YES _____ NO _____

IF YES: Current Agency and location:

Type of Appointment: ____ Permanent ____ Term ____ Temporary

If you are NOT a current permanent employee (career or career conditional), are you eligible for appointment under any of the following special authorities?

- ____ Person with Disabilities
- ____ Veterans Readjustment
- ____ Former Peace Corps Volunteer
- ____ Disabled Veteran with 30% Compensable Disability
- ____ Student Career Experience Program
- ____ Veterans Employment Opportunities Act of 1998
- ____ Other

Thank you for your interest in our vacancy.