



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 01/12/23
CLOSE: until filled

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: FIRE PROGRAM MANAGER

RESPONSIBLE TO: Natural Resources Department Director

SALARY: Step Range: 29-45; Annual/Full Benefits
Salary Range: \$63,055 - \$101,185
Hourly Range: \$30.32 - \$48.65

CLASSIFICATION: Professional-Management, Regular, Full-Time

LOCATION: The Klamath Tribes
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The Fire Program Manager performs a variety of complex management and administrative functions and works cooperatively with outside agencies to protect, preserve, and enhance Tribal natural resources. This position provides overall Fire Program supervision and coordination of program-related staff. The Fire Program Manager oversees and directs all aspects of budgeting, planning, development, implementation and evaluation of fire-related goals and objectives. The incumbent serves as the Tribes primary Fire Program contact to work with Federal and State land management agencies and non-governmental organizations, and also represents the Tribe on various local, regional and state committees to address fire management issues and natural resource implementation.

MAJOR DUTIES AND RESPONSIBILITIES

1. Develop, implement, and evaluate overall Fire Program goals and objectives.
2. Provide program oversight and manage professional staff with responsibility for training and development.
3. Serve as Certifying Official under the Incident Qualifications and Certification System (IQCS) for staff. Ensure fire personnel qualification records are maintained and collect annual updates of information for IQCS to submit to National training office.
4. Plan, develop, procure, administer, and implement grants, contracts, and agreements.
5. Ensure that program policies, regulatory administration, and compliance procedures are clearly established and effectively adhered to.
6. Represent Fire Program to governmental and non-governmental agencies, organizations, tribes, staff and the general public. Build relationships with external parties and negotiate complex agreements to accomplish program goals.
7. Provide program oversight and advisory support for fire management burn plans, wildland fire behavior analysis and the general fire monitoring program that includes fire effectiveness, fire behavior, and post-burn control of fire management activities.
8. Develop, implement, and oversee program budgets. Monitor expenditures and provide analytical reports to evaluate program effectiveness and fiscal accountability.
9. Develop and maintain records, reports, and documents designed to adequately track program activities, resource inventories, and project management data.
10. Keep the Natural Resources Director informed of program progress, plans, priorities, needs and issues. Submit reports as directed.
11. Maintain all-systems readiness to properly conduct fire management activities. Oversee the organizational structure to ensure that fire staff are performing procedures that include preparedness checks, proficiency reviews and drills, safety sessions, and after-action reviews.
12. Maintain knowledge and ability to oversee compliance of relevant environmental laws, regulations, and policies as it relates to the National Environmental Policy Act, Oregon Forest Practices Act, local smoke management rules, and any established best practices.

13. Oversee staff schedules, deadlines, and assignments. Ensure adherence to Tribal and Fire Program standards and procedures; correct errors or problems, as identified. Review records or reports and monitor work activities.
14. Evaluate fire personnel employees' job performance and conformance to regulations and recommend appropriate personnel actions. Discuss job performance with employees to identify causes and issues and work on resolving problems. Make recommendations to management concerning such issues as staffing decisions or procedural changes.
15. Develop and maintain Fire Program records, maps, and data files.
16. Work cooperatively with Tribal Council, advisory committees, other department staff and agencies.
17. Maintain confidentiality of all privileged information.
18. The incumbent will be called upon to accomplish other tasks, or "duties as assigned", within their scope of work and expertise.

SUPERVISORY CONTROLS

Work is performed under the general direction of the Natural Resources Director. The Natural Resources Director makes assignments based on Tribal goals and current direction. The employee plans and schedules recurring work, handles problems, and completes work using own initiative, exercising judgment according to previous training, experience, and instructions. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies, and procedures. Major or new issues are referred to the supervisor who is available for advice and assistance in unprecedented or unusual situations. Incumbent must display a high degree of initiative in carrying out his or her duties.

KNOWLEDGE, SKILLS, ABILITIES

General knowledge and understanding of the Klamath Tribes organization, functions, policies, goals, priorities, and operating programs.

Thorough knowledge of fire ecology, fire science, and the application of prescribed fire.

Knowledge of state-of-the-art forestry based computerized planning, inventory, decision support systems, GIS, etc.

Ability to establish and maintain effective and cooperative working relationships with employees, other departments, state, county and local agencies, contractors, tribal members, elected tribal officials, and the general public.

Considerable knowledge of fire, fish, wildlife, forest, range, and cultural resource management theories, practices, and principles.

Ability, knowledge, and skills to prepare tribal budgets and administer contracts in accordance with established policies, rules, and regulations.

Working knowledge of the National Environmental Policy Act (NEPA) and other federal and state forestry and fire regulations.

Working knowledge of Shared Stewardship Agreements and Contracting.

Working knowledge of east-side ponderosa pine ecosystems and fire behavior.

Ability to prepare and write competitive grant proposals and manage grant processes within established policies, rules and regulations.

Ability to prepare, write and negotiate personal service contracts within established policies, rules and regulations.

Must possess good organizational and planning skills. Ability to meet deadlines.

Ability to effectively organize, assign, and supervise the work of subordinate employees.

Ability to achieve programmatic and organizational objectives.

Ability to make sound decisions and judgments based on previous experience, training, and instructions.

Ability to perform work and accomplish tasks following specific procedures and in accordance with established policies, procedures, professional practices, and scientific accuracy.

Must have excellent communication skills with an ability to prepare written reports and present oral reports clearly and concisely.

Knowledge, skill and ability to use basic word processing and spreadsheet software.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications:

- **REQUIRED** to possess a Degree in Wildland Fire Management or related disciplines appropriate to the position; and/or equivalent professional work-related experience (*must*

submit documentation with application that includes diploma, transcripts, certificates or any other proof of related experience).

- **REQUIRED** to have demonstrated background with expertise and skills operating within a natural resource fire discipline such as: wildland and prescribed fire, fire ecology, fire effects monitoring, and/or cultural fire practices.
- **REQUIRED** to have five years of progressively responsible experience in an administrative capacity, including a minimum of two years of direct staff supervision; at least two years of experience directly managing programs.
- **REQUIRED** to have two years of budgetary experience in an administrative capacity and be able to interpret and administer multiple complex funding streams and strict budgetary guidelines as outlined in program grants and memorandums of agreement (MOUs).
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. Contact HR for exemption process.

Preferred Qualifications:

- NWCG qualifications as a Prescribed Fire Burn Boss Type 2 (RXB2) commensurate with Incident Commander Type 3 (ICT3).

- NWCG qualifications as an Incident Commander Type 5 (ICT5) commensurate with Prescribed Fire Burn Boss Type 3 (RXB3)
- NWCG qualifications as a Single Resource Boss (SRB): Firing Boss (FIRB), Crew Boss (CRWB), and/or Engine Boss (ENGB) commensurate with Incident Commander Type 4 (ICT4).
- Fire-line experience in prescribed and wildland fire operations.
- Experience working collaboratively with stewardship agreements, federal contracts and non-governmental entities
- Ability to manage time well and work under stressful conditions with an even temperament.
- Culturally aware and experienced working with Native American people in diverse environments.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)