



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
**slthr@spiritlakenation.com**

**Job Title:**

Fire Management Officer

**Date:**

October 28, 2011

**Position Summary: Will direct all phases of fire management program and is responsible for its planning, program direction, coordination and evaluation to achieve annual scope of work for the Spirit Lake Fire Hall. Analyzes current fire management plans and makes changes within limits of current anticipated funding. Program fiscal responsibilities will include interpreting financial reports generated from Spirit Lake Finance Office. Provides monthly, quarterly, and annual reports to the Tribal Council & BIA to ensure compliance with BIA 638 Master Contract.**

**Major Duties:**

- Ensures that the fire management program is in compliance with environmental laws, regulations, and policies.
- Ensures that fire prevention program is effective and meets short term objectives and long term goals. Develops and reviews fire prevention plans. Works with other agencies in the development and delivery of cooperative fire prevention programs and training.
- Develops and implements a communication plan. Briefs Tribal Council and decision makers, coordinates plans of action with all effected agencies. Ensures information related to wild land fire, prescribed fire, and a fire program component for internal and external audiences is accurate and timely.
- Coordinates program activities with federal, state, tribal and local entities. Develops implements and administers grants and agreements (e.g., mutual assistance, and Rural Fire Assistance).
- Directs and supervises all budget formulation process to assure balance in the fire organization at all levels of funding. Monitors the expenditures of funding to assure fiscal integrity and correct applications of financial standards.
- Serves as a skilled wild land firefighter.
- Knowledge of budgeted policy, procedures and techniques sufficient to develop program budgets and annual work plans.
- Responsible for the supervision of fire hall staff, the upkeep of the fire hall, equipment, and ensure that all firemen meet all the qualifications of their jobs.

**Qualifications:**

- **This position is identified as a key fire management position. Prior to entering this position the selectee will be required to sign an agreement that they will complete the full IFPM qualification standard qualifications for the GS-401. More information on the IFPM standards can be found at <http://www.ifpm.nifc.gov>**
- Professional knowledge of natural resource management; fire ecology, fire behaviors, fire management theories, concepts, principals, and standards in a wild land fire environment.
- Knowledge of policies, techniques and practices of wild land firefighting obtained through substantial service as a primary firefighter.
- Comprehensive knowledge: of the principals, practices, and concepts of wild land fire management.
- Will have the ability to maintain alertness, self control and emotional stability to work under conditions of stress, confusion, panic, physical injury, and death that may occur at fires, accidents, rescue operations or other major disasters.

**Physical Demands:**

Duties involve rigorous fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 lbs and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operations of some specialized fire equipment can place physical stress on incumbent during fire activities.

**Qualifications:**

**Professional knowledge of natural resources management; fire ecology, fire behaviors, fire management theories, concepts, principals, and standards in wild land fire environment.**

**Knowledge of policies, techniques and practices of wild land fire fighting obtained through substantial services as a primary firefighter.**

**Comprehensive knowledge of the principals, practices, and concepts of wild land fire management.**

**Three to five years of supervisory experience and three years of specialized experience in fire control. Must possess a valid North Dakota Drivers License with no traffic violations within the past three years. Bachelors degree; in biological sciences, natural forestry**

<b>Job Location:</b>	Spirit Lake Tribal Fire Department	<b>Company Industry:</b>	Spirit Lake Tribe Fire Department
<b>Job Role:</b>		<b>Closing Date:</b>	Until filled
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Spirit Lake Fire Management Officer.
<b>Monthly Salary Range:</b>	Negotiable/DOQ/competitive	<b>Manages Others:</b>	n/a
<b>Number of Vacancies:</b>	one	<b>Other:</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	slthr@spiritlakenation.com
<b>Address:</b>	P.O. Box 359	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, ND 58335	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272

**Application Procedure**

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.