

June 2008

**Position Description – Northern Region  
Assistant Mobilization Center Manager/Transportation  
THSP Exception Position 4 – AD-I**

This position is utilized at the Northern Rockies Mobilization Center in Missoula, MT, which is the focus point for operational coordination of logistical support for Federal and States agencies personnel and equipment transitioning through the Missoula/western Montana area. The incumbent works for the Missoula Mobilization Coordinator to independently plan and manage the arrivals and departures of crews and personnel through the Missoula Mobilization Center and other support facilities in the Missoula area. The incumbent coordinates the orderly transfer of incoming and departing personnel and equipment from commercial and agency aircraft, and ground transportation, for delivery to incidents, and return home from incidents. The incumbent also coordinates personnel transportation to and from meals and other services, while they are transitioning through the Mobilization Center. The incumbent works independently to coordinate with other operations and logistics support organizations, such as dispatch centers, and the equipment inspection center. August and September closures of the Missoula Airport will add complexity to planning and logistical support at the Mobilization Center.

The incumbent uses specialized knowledge of the Mobilization Center agreements and facilities, including the Montana National Guard Armory, Missoula County Fairgrounds, and other Missoula area facilities, as well as specialized knowledge of transportation equipment, and facilities in the Missoula area. The incumbent schedules and supervises drivers, equipment managers, and contract transportation equipment and personnel, instructing all in the requirements of the job. The incumbent insures accurate and orderly manifesting of crews and personnel who transition through the mobilization center.

*/s/ Jane M. Haker*

**Incident Business Coordinator  
Region One - USFS**