

May 2014

**Position Description – Northern Region
Agency Administrator Liaison
THSP - Exception Position 5 – AD-K**

General:

During the management of an incident, an Agency Administrator Liaison may be needed to assist in communicating agency regulations and incident management decisions due to multiple competing priorities of the line officer/agency administrator. The Liaison would have intimate knowledge of the host fire unit and the community and have the ability to advise the Agency Administrator on fire management issues, and act as a coach and mentor.

Knowledge & Experience Requirements:

1. Intimate knowledge and experience of the Incident Command System and large fire management organization (IMT's and Unified Command).
2. A high level of experience with Agency Administrator duties and responsibilities.
3. Knowledge of local terrain, fire history and potential, community contacts and relationships with key elected officials, community and business leaders, and local fire departments.
4. Knowledge of Regional and National Fire Policy.
5. Ability to assist with key document preparation such as Delegation of Authority and Wildland Fire Decision Support System (WFDSS).
6. Knowledge of agency cost management direction.

Training:

The Agency Administrator Liaison must have completed a geographic Local Fire Management Leadership course.

/s/ Tracey Nimlos

Incident Business Coordinator
Region One - USFS