



Coos Forest Protective Association

63612 Fifth Road



Coos Bay, Oregon 97420

JOB ANNOUNCEMENT **Office Specialist/Relief Dispatcher**

POSITION: Coos Forest Protective Association (CFPA) is currently accepting applications for an Office Specialist/Relief Dispatcher position at their Coos Bay Headquarters

ORGANIZATION: Founded in 1910, Coos Forest Protective Association is a private, non-profit corporation with its headquarters located in Coos Bay, Oregon. CFPA has responsibility for providing protection from fires for its membership lands along the Southern Oregon Coast beginning at the California line and extending north through Curry, Coos and western Douglas Counties, terminating at the Lane County line. Under an agreement with the Oregon State Forester, the Association also provides protection to other private, state, county and federal lands through the Oregon Department of Forestry (ODF) by contract and by ORS Chapters 477 and 526.

The objective of the Coos Forest Protective Association is to minimize the cost of suppression and the damage to the forest and watershed environment caused by wildfire and to respond to all fire control emergencies with an effective, well-trained, equipped and supervised fire control organization sufficient to achieve optimum suppression results.

COMPENSATION: Office Specialist/Relief Dispatcher beginning rate of pay is \$16.58 to \$25.83 per hour and is based on experience and qualifications. This position is also eligible for overtime compensation.

This position qualifies to take advantage of our sick and personal leave benefits. Association retirement, vacation leave, and health insurance benefits are also provided once minimum qualifications are met.

DUTIES: Office Specialist/Relief Dispatcher duties include but are not limited to:

Various general office duties in support of others within the district/unit as assigned. Providing information via in-person, telephone, two-way radio and electronic methods, directing calls and taking and transmitting messages. Handling and sorting mail, creation, copying and distribution of materials using established protocols. Proficiency in Microsoft Office including Word, Excel, PowerPoint and Access and using the Internet and Email is required. You must be proficient in document filing, typing, word processing and data entry of time sensitive documents, as well as have legible handwriting.

This position supports and serves as a relief/additional dispatcher during situations that may arise. Strong communication, office and customer service skills for dealing with general public, local, state and federal agencies, fire departments, 911 centers and personnel, and then initiating the appropriate action depending on the situation may be required. Documentation and relaying of information via two-way radio and/or telephone to tone out resources using a pre-planned fire response system for

responding to incidents. Documentation and tracking of resources including aircraft, firefighters and various other resources in both day-to-day and incident situations using various programs and software may be required.

WORKING CONDITIONS: The pace and priority of duties of work are typically set by the situation and this position may be utilized for support of various personnel and departments throughout the district during emergency situations to aid in a variety of ways for response to forest fire emergencies. Various shifts including nights, weekends, holidays, and long hours with short notice are required. Assignments to emergency incidents, work sessions or meetings may require being away from the assigned duty station for extended periods of time with occasional travel throughout the state of Oregon. This position may require driving a CFPA vehicle and driving on narrow, steep forest roads may be required. Strong multi-tasking abilities are required for this position.

APPLICATION DEADLINE: Applications and/or resumes must be received by April 26, 2024. Applications are available online at www.coosfpa.net under the employment tab or at any CFPA office.

All applicants will be screened based upon qualifications and relevant experience. Only the most qualified applicants will be scheduled for interviews. All applicants will be placed in a talent bank for future consideration. Submission of an application does not guarantee an interview for the position.

Specific questions regarding this position should be referred to the Dispatch Supervisor, Robert Hancock at (541) 267-3161 or by email at Robert.V.Hancock@odf.oregon.gov.

Coos Forest Protective Association is an Equal Opportunity Employer that complies with all federal and Oregon state laws and regulations regarding non-discrimination.