

AD THSP Position Description: Intelligence Coordinator

INTRODUCTION

The Intelligence Coordinators works at the geographic area coordination center (GACC). This position serves a principal staff specialist to the center manager and is responsible for managing the Intelligence Section of the GACC. The Intelligence Coordinator provides leadership, guidance and supervision of the Intelligence Section, which compiles, interprets, disseminates and archives incident information within the area as well as provides crucial incident related data for use by the interagency fire community. This position is an integral part of Predictive Services in which the Intelligence Coordinator interacts daily with the Fire Weather Program Manager (Meteorologist) in formulating both short term and long range fire risk assessments for area field units. Nationally this position coordinates with the National Interagency Coordination Center (NICC), National Weather Service (NWS), other geographic area Intelligence Coordinators and other cooperators in the U.S.

MAJOR DUTIES

Conducts daily Line Manager briefings. Prepares and gives a daily briefing to various Line Managers (Fire Operation Managers, Fire Management Officers, State Directors, Regional Foresters, Coordinating Group, etc.) on the Area and National fire and all-hazard situations.

The Intelligence Coordinator is responsible for the computation of the Area Preparedness Levels and recommends planning level to the Center Manager. Establishes and maintains Area-wide fire and all-hazard history data. This position interprets fire indices, weather, tropical storm and hurricane tracking, occurrence patterns for the Area in concurrence with the Fire Weather Program Manager. Maintains and interprets similar records for prescribed fires. Interprets indices and determines Area-wide burning conditions of various fuel models in concurrence with the Fire Weather Program Manager.

KNOWLEDGE REQUIRED BY THE POSITION

Professional knowledge of wild fire behavior and its underlying biological effects on land management activities and practices, and fire weather to predict fire behavior and severity. Ability to use WIMS, BEHAVE and Fire Family Plus.

Technical knowledge and ability to operate Weather Information Management System (WIMS), NFDRS, Fire Family Plus, and other fire management computer programs. Skill in use of computers and interface with various mainframes. Knowledge of personal and networked computers and ability to log on and utilize relational data base management systems.

Knowledge and familiarity in dealing with the public, news media, and other agencies when a Public Information Officer is not assigned to the geographic area coordination center.

SUPERVISORY CONTROLS

May supervise one to two Intelligence Support detailers. During extended fire situations, supervises a 24 hour intelligence operation including the supervision of up to four detailed personnel.

GUIDELINES

The majority of the work is interagency in nature and few guidelines exist. Professional judgment and creativity is required for adopting the number of existing agency specific guidelines or developing approaches to meet regulatory, administrative, or technical requirements.

COMPLEXITY

There are a variety of independent tasks associated with a developing interagency fire intelligence fire intelligence program. Much of the intelligence information imparted in news briefings is highly technical and must be adapted to meet the level of the intended audience. Tact and diplomacy in communications must be used when dealing with the news media and general public.

The Intelligence Coordinator prepares fire weather and behavior predictions on a variety of vegetation and terrain conditions. Variables to interpret include: number of fires, size, status, organization type, resources committed, expected need, past weather conditions, current weather conditions, forecasted weather and other conditions.

This position must be able to develop briefing packages to meet the needs of various Federal and State agencies. A great deal of data must be evaluated and analyzed. Conflicting data must be resolved and complete and concise reports prepared. New and different techniques must be formulated and tried in preparing briefings to Line Managers, State and local governments, and Congressional Staffs.

SCOPE AND EFFECT

Timely and accurate interpretation and dissemination of fire intelligence data influences decisions made by Interagency Line Managers within the geographic area. Correct information and timely briefings can result in substantial savings of public funds and minimize resource loss from major fires.

PERSONAL CONTACTS

Personal contacts are with fire and resource specialists, and Line Managers of several agencies in the geographic area. . Within the interagency community, contacts include NICC, other geographic area Intelligence counterparts, Fire Directors and Assistants, District Managers, Area Managers, and the Fire Management staffs, National Weather Service and may include new media and the general public.

Through various state-of-the-art techniques, monitors wildland fuel conditions and supplies information to the Coordinating Group, National Interagency Coordination Center (NICC), and local fire managers using internet based information systems and sites.

PURPOSE OF CONTACTS

Contacts within the Bureau and other agency personnel are for exchange of information, coordination of activities, problem solving, providing technical advise, monitoring, evaluating,

training. Briefing contacts is to inform Line Managers of the current and predicted fire situation, and to present fire management recommendations for Line Manager's decision.

Contacts with news media and general public are for dissemination of data, public awareness, and coordination of news releases pertaining to fire management activities within the Eastern Area.

PHYSICAL DEMANDS

The work is generally sedentary in nature. During the fire season, work will require intense concentration for long work shifts of up to 12 hours.

WORK ENVIRONMENT

The majority of work is conducted in the office setting.

Contact Information (name, address, phone# and email of individual requesting new position): **Laura McIntyre-Kelly, Eastern Area Coordination Center, 612-713-7300, e-mail address: lmcintyrekelly@fs.fed.us**

Approvals/Concurrences

Signature/Title/Date _____