Sundance Consulting Inc.
305 N. 3rd Avenue, Suite B – Pocatello, ID – 83201
208.233.2929 (office)
208.478.2032 (fax)
www.sundance-inc.net

JOB DESCRIPTION – SPATIAL FIRE MANAGEMENT PLANNING SPECIALIST

Title: Spatial Fire Management Planning Specialist

Reports to: Randi Thomson, Project Manager

Summary of Position:

Provide Geographic Information System (GIS) support and project management for the implementation of Spatial Fire Management Plans (FMP) with National Park Service (NPS) units in the Midwest Region. Candidate may also provide GIS assistance on NPS Fire program projects including (but not limited to): map and digital data creation, geospatial analysis, technical support, training, and other tasks consistent with a GIS technician.

This is a temporary, full-time non-exempt hourly position.

Position will be located in the Omaha, Nebraska NPS Regional Office.

Duties & Responsibilities:

- Provide GIS and project management support for the creation of Spatial FMP including:
    - Assist as a GIS subject matter expert in the analysis of traditional Fire Management Plans to help identify the representation of information through maps, analysis and tables/graphs, using geospatial data.
    - Define necessary data layers for the creation of Spatial FMP.
    - Organize spatial, tabular, and text-based information.
    - Coordinate the creation of the Spatial FMP with park personnel including project scheduling, meeting agendas, and timeline for the successful implementation of Spatial FMP.
    - Assist as a GIS subject matter expert in identifying Spatial FMP products and deliverables.
    - Create draft and final products (maps and text) including developing a strategy for review, comment and product finalization.
    - Documentation and archiving of final Spatial FMP production, inputs, and work processes.
    - Production (digital and print) of final Spatial FMP products.
    - Creation of a data management plan for the update of Spatial FMP and its components.
- Data entry and update of information related to Spatial FMPs in the NPS Wildland Fire SDE Geodatabase.
- Other duties as assigned consistent with a GIS technician supporting the NPS Wildland Fire program.

Required Skills & Abilities:

- Expertise in GIS discipline and practices.
- Highly motivated self-starter who can function without direct oversight.
- Several year of demonstrated ability with ESRI software including ArcMap and geodatabases. ArcSDE skills are a plus.
- Spatial and tabular data management.
- Project management.

- Excellent communication, documentation, and writing skills.
- Experience with federal Wildland Fire Management planning a plus.
- Experience with NPS Wildland Fire Program a plus.

Information on Spatial Fire Management Plans
BIA: http://www.bia.gov/cs/groups/xnifc/documents/text/idc1-026121.pdf
BIA: http://www.bia.gov/cs/groups/xnifc/documents/text/idc1-026120.pdf
USFWS: http://www.fws.gov/refuges/refugeupdate/MayJun_2013/fire_response.html