

CENTRAL AID AGENCY

POSITION APPLICATION				
POSITION NAME	POSITION DESIGNATION	OCCUPATIONAL SPECIALTY CODE	OPEN TO	
Director / Deputy Director of Communications and Data & ERF 1 Detachment A Leader / Second-In-Command	CD-A12 (Director) CD-A11 (Deputy)	DCD (Director) DDCD (Deputy)	Rated Personnel	
DETAILS				
HAZARDOUS ROLE STATUS	POSITION COMMAND	POSITION LOCATION	SERVICE POINTS REQUIRED	
Yes	Communications and Data	Sector 2 Junction City, OR	100 (Or equivalent experience)	
TYPE OF POSTING	OPEN DATE RANGE	RATING LEVEL	POSITION RANK	RANK SYSTEM DESIGNATOR
Internal and External	Open Until Closed	BO-1 Board Officer	C1 Captain and above	100
POSITION DESCRIPTION				
<ul style="list-style-type: none"> The Director and Deputy Director of Communications and Data (Comms and Data) serve as the most senior leadership of Comms and Data and are responsible for representing the Command on the C.A.A. Board of Directors. They are also responsible for the strategic direction and development of Comms and Data as an organization within the Central Aid Agency, and for overseeing the standards of conduct and training for Comms and Data personnel. The Director is assisted by the Deputy Director, who can take over in emergency situations. These roles are also currently responsible for filling the unit Leader and Second-In-Command positions of Emergency Response Force 1, Detachment A (Headquarters) and overseeing the operations of elements and personnel assigned to that unit. 				
TYPE OF ASSIGNMENT				
<ul style="list-style-type: none"> This is a Primary Duty Assignment. Personnel assigned to this position carry out the related duties as their main role within the Central Aid Agency. Please select the position you are applying for (Choose all that apply): <p><input type="checkbox"/> Director of Communications and Data</p> <p><input type="checkbox"/> Deputy Director of Communications and Data</p> <ul style="list-style-type: none"> PLEASE NOTE: Because this role is critical to the function of the organization, personnel are required to prioritize it over any other volunteer commitments, especially when the unit is activated. 				

DESCRIPTION OF DUTIES

- Manage and oversee Comms and Data from a senior management level.
- Develop and implement strategic planning to grow operations and create partnerships.
- Carry out the duties of a senior Comms and Data Commanding Officer.
- Manage personnel.
- Oversee finances.
- Manage administrative duties, information technology (IT) and communication services, and infrastructure.
- Develop operational policies and directives.
- Attend and participate in C.A.A. Board Meetings.

---Currently, these roles are paired with the Emergency Response Force 1, Headquarters Detachment (Det. A) leadership roles; the Director of Comms and Data will also serve in the tactical role of ERF 1 Headquarters Detachment Leader, and the Deputy Director of Comms and Data will also serve in the tactical role of ERF 1 Headquarters Detachment Second-In-Command. The following responsibilities have been added with respect to this requirement, and these roles will be cross trained in emergency / disaster response---

- Carry out the duties and responsibilities of a supervisory emergency responder.
- Oversee and manage the operations of Headquarters Detachment and assigned personnel.
- Manage certifications and standards for the unit.
- Develop and oversee training for the unit.
- Be the primary point of contact for the unit.
- Represent the unit and be responsible for its operation and wellbeing.
- Oversee the conduct and assignment of unit personnel.
- Oversee tasks and duty assignments for unit personnel.
- Attend training and emergency response related activities and events.
- Respond to emergency situations.
- Help educate the public about mitigation, disaster response, and preparedness.
- Participate in regular training and disaster response related activities.
- Other related duties as assigned.

MEMBERSHIP REQUIREMENT

- Comms and Data personnel are required to be members of the Central Aid Agency in a Rated capacity.

FAITH REQUIREMENT

Devoted Follower of Jesus

Devoted Follower of Jesus means someone that has accepted Jesus Christ as their Lord and Savior into their life, is engaged in an active relationship with Him, and must demonstrate on a regular basis at least four or more of the below:

- Seeks to honor God in their words and actions.
- Makes decisions prayerfully with wisdom and critical thinking based on objective and verifiable facts, rather than emotion or baseless ideology.
- Seeks to live according to Christ's teachings as best they can.
- Acts with wisdom, humbleness, and uses introspection in consultation with God to guide self-improvement.
- Is knowledgeable about matters of faith and the Bible.
- Does not blatantly engage in activities, behavior, or lifestyle that is sinful.
- Values faith, goodness, truth, honesty, and honor.

HOURS / ACTIVENESS REQUIREMENTS

- Personnel must maintain the minimum activeness standards required by their level of Rating.

PAYSCALE

- This is a volunteer position; however, there is opportunity to build it into a paid position for enterprising individuals.

BENEFITS

- No benefits are currently offered for this position

HYGIENE AND APPEARANCE REQUIREMENTS

Type 2 (When in full uniform)

- Male hair may not be longer than 2 inches from the scalp when in full uniform, must be worn in an authorized professional style, and well groomed.
- Facial hair is restricted to a mustache that can extend no further than the corners of the mouth. Sideburns may not extend below the bottom of the ear opening and must have a straight front and bottom edge so that they are rectangular in appearance. The rest of the face must be clean shaven when in full uniform.
- Exemptions to this rule may be authorized on a limited basis for specific purposes or field environments, citing necessary medical, security, or operational reasons.
- Female hair may be of any length, but may have to be worn up in a military bun, or other authorized hair style, in some instances for safety reasons if it is longer than shoulder length.
- Hair color must be a natural looking if colored; off color highlights are not permitted without specific authorization. Corn rows and partially shaved hairstyles must be uniform in appearance and professional looking; and must not interfere with proper equipment fit. Dreadlocks, matted, or unkempt hair is not permitted without specific authorization. Hair must be clean and well maintained.
- Tattoos are not restricted below the neckline or above the wrists, but placement on the hands, neck, or face is not permitted. Pre-existing tattoos in these locations require special authorization. One band tattoo is authorized on the ring finger of the left or right hand between the knuckle and first joint, as long as it is ½ inch or less wide. Visible tattoos may be required to be covered while in full uniform.
- Piercings are not permitted if they are impractical or leave obvious marks when not worn. Piercings that cannot be removed, gouges, gauges, or bodily disfigurement is not permitted. Only small stud type ear piercings with dull backings should be worn on duty for safety reasons. All piercings may be required to be removed for safety or security reasons while on duty.
- Personnel must keep good personal hygiene.

UNIFORM

- Comms and Data personnel typically wear full uniforms (Class C or greater)

EQUIPMENT

- Equipment personally purchased by personnel is their property and they may keep it upon leaving the agency.
- All other equipment is issued to personnel and must be returned upon leaving the agency.

DESCRIPTION OF SELECTION PROCESS

- Application Submission
- Interview (Conducted by panel of Board Members)
- Accepted to the position
- Confirmation and deduction of points, and promotion
- Orientation
- Assuming of duties / required training / equipment outfitting.
- Personnel will be on probation for up to one (1) year after initial assignment.

ELIGIBILITY

- **Preference will be given to personnel who are Rapid Response Team members.**

EDUCATION/WORK EXPERIENCE:

- Must have at least 100 Service Points, or equivalent experience
- Must have at least 3 years of consecutive experience, at least 2 of which must be in a management role; in computer science, radio communications, or information technologies.
- Some alternative experience accepted.
- Must not be currently involved in any disciplinary or remedial processes.
- Must have, or be actively working toward, a 4 year Bachelor degree or higher. (Computer Science, Radio Communications, or Information Technology is preferred, but any degree is acceptable)
-Or-
- Must have, or be actively working toward, a 2 year Associate degree. (Computer Science, Radio Communications, or Information Technology is preferred, but any degree is acceptable.
- At least 5 years of consecutive work experience in computer science, radio communications, or information technologies; with at least 3 being in a management position.
- Some alternative experience accepted.
-Or-
- Equivalent work experience: 7 years of consecutive work experience in computer science, radio communications, or information technologies; with at least 5 being in a management position.
- Some alternative experience accepted.
- **Please submit a complete resume with all related certifications and experience along with this application.**

CERTIFICATIONS:

- Must Complete ICS 100, 200, 700, and 800 within one month of assuming duties (if not already certified); and ICS 300, and 400 as soon as reasonably possible.

ABILITY/BACKGROUND:

- Must be self-organized, a self-starter, self-disciplined, and self-motivated.
- Must be visionary and able to think strategically.
- Must be detail-oriented.
- Must be able to innovate.
- Must be passionate and knowledgeable about information technologies and serving others.
- Must understand the Central Aid Agency organization, mission, and culture.
- Must be comfortable supervising and taking responsibility for others.
- Must be able to lead effectively.
- Must be able to manage finances.
- Must be able to manage personnel of differing skillsets and qualifications.
- Must be responsible and responsive to communications.
- Must be able to prioritize and manage projects and assignments.
- Must be comfortable in confrontational situations.
- Must treat others with kindness and compassion.
- Must be able to de-escalate situations whenever possible.
- Must be comfortable facing and overcoming difficult challenges.
- Must be comfortable wearing a full uniform.
- Must be comfortable operating during stressful situations.
- Must be willing to meet the scheduling and training requirements.
- Must be comfortable around blood, first aid and/or medical emergencies.
- Must understand that deployments can happen at any time, with little notice.
- Must be comfortable operating outside usual comfort zones.
- Must be comfortable operating as part of a team within a highly organized unit.

PLEASE PROVIDE OR ATTACH A DETAILED EXPLANATION ABOUT WHY YOU ARE INTERESTED IN / THINK YOU WOULD BE A GOOD FIT FOR THE POSITION

APPLICATION	
LAST NAME	FIRST NAME
DATE OF BIRTH	LEGAL GENDER
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
CONTACT PHONE	CONTACT EMAIL
SIGNATURE	DATE
BELOW FOR C.A.A. PERSONNEL APPLICANTS ONLY	
CURRENT COMMAND OR BRANCH	CURRENT UNIT
CURRENT COMMANDING OFFICER	YOUR C.A.A. ID NUMBER
BELOW FOR AUTHORIZING OFFICER ONLY	
APPLICATION APPROVED	DATE
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hold	
SIGNATURE	ID NUMBER

ASSIGNMENT ORDERS

(FILLED OUT BY FILING OFFICER)

<input type="checkbox"/> New Assignment	<input type="checkbox"/> Transfer	<input type="checkbox"/> Re-Assignment	<input type="checkbox"/> Attachment	<input type="checkbox"/> Change Duty Status
Name (Last, First)		Number		
PREVIOUS ASSIGNMENT				<input type="checkbox"/> Check if none
COMMAND				
UNIT				
NEW ASSIGNMENT				<input type="checkbox"/> Check if same as above
COMMAND				
UNIT				<input type="checkbox"/> Check if same as above
DATE END PREVIOUS		DATE START NEW		
<input type="checkbox"/> Check if all below remaining unchanged				
PREVIOUS SECURITY CLEARANCE		NEW SECURITY CLEARANCE		
PREVIOUS RANK	RSD#	NEW RANK	RSD#	
PREVIOUS DUTY STATUS		NEW DUTY STATUS		
COMMENTS				
AUTHORIZING OFFICER			DATE	
NUMBER				