

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

A Component of the National Response Framework
Emergency Support Function # 9



June 2011

TECHNICAL INFORMATION SPECIALIST POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Technical Information Specialist

Position Specific Requirements:

The Technical Information Specialist is responsible for documenting, tracking, and retrieving all pertinent information for the Task Force during incident operations. The Technical Information Specialist reports directly to the Planning Team Manager.

Description of Duties:

The Technical Information Specialist is responsible for:

- Gathering requested information from all available sources and forwarding to the Planning Team Manager for incorporation in the planning function
- Creating, displaying, providing and compiling documentation for all pertinent Task Force and incident information via written, audio, and visual mediums
- Providing accountability, maintenance, and minor repairs for all Planning Team equipment
- Performing additional tasks or duties as assigned

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Technical Information Specialists in the FEMA National US&R Response System. The intent of these requirements is to select personnel fully capable of providing competent information management for the task force in the urban disaster environment.

Required Training:

The Technical Information Specialist shall:

1. Meet all Administrative and General Training requirements
2. Complete the FEMA National US&R Response System Planning Team Training Course

Recommended Training:

1. Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance