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

NATIONAL US&R
RESPONSE SYSTEM
U.S. DEPARTMENT OF
HOMELAND SECURITY
FEMA

June 2011

TECHNICAL INFORMATION
SPECIALIST
POSITION DESCRIPTION
FEMA National US&R Response System
Task Force Position Description
Technical Information Specialist

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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
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