Task Force Representative – National

Position: Task Force Representative – National

Background

The success of the National Urban Search and Rescue (US&R) Response System (the System) is built on a foundation of a strong relationship between the Federal Emergency Management Agency (FEMA) and 28 Sponsoring Agencies. The Sponsoring Agencies, supported by Participating Agencies, affiliated members, and subject matter experts, provide over 6,000 trained rescuers strategically located across the continental United States. This unique relationship and cooperative working environment allows for this capability to be available at a moment's notice to respond to disasters on behalf of the Federal government.

In order to ensure that there remains a cooperative relationship between all System stakeholders, there needs to be strong leadership that applies strategic and operational judgment, while focusing on fiscal responsibility and collaboration. Under the System's Advisory Organization, the Task Force Representative – National (TFR-N) is a key representative for all of the System's Task Force Representatives (TFRs), and serves as a member of the Strategic Group. The intent of the following is to identify the requirements and criteria of perspective TFR-N candidates.

The following outlines the minimum Knowledge, Skills and Abilities (KSAs) for this position:

Knowledge

- Knowledge of the System's: Strategic Plan, Administrative Manual – Annex A, Operations Manual, Field Operations Guide (FOG) Manual, Readiness Assessment Program (Self-Evaluation, ARE and OREEP), and Training Program Administration Manual
- Working knowledge of the National Response Framework; and the System, its organizational structure, operating procedures and terminology
- Knowledge of ISTs, IMATs, IMTs and familiarity with the National Preparedness Assessment Division
- Knowledge of cooperative agreements and budgetary process

Skills

- Skill in developing and maintaining effective professional working relationships
- Skill in writing and reviewing documents
- Skill in assigning and tracking multiple tasks, procedures and documents
- Established leadership skills with a demonstrated ability to provide clear guidance
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Skill in making decisions and moving responsibility for decision-making around to other parts of the System

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Abilities

- Ability to manage the System at the strategic level
- Ability to examine strategic issues and determine a path for the System
- Ability to effectively manage communication flow among the SAC-Ds, TFR-Ds, and TFRs
- Ability to provide a high level of executive management and communication to ensure continual and effective coordination between the SAC-Ds, the Task Force Representatives – Divisional (TFR-Ds), the TFRs, and the US&R Branch Chief
- Ability to communicate effectively with System members to provide guidance at the strategic level and lead large groups through the resolution of complex issues
- Ability to collaborate and work toward consensus driven results
- Ability to attend meetings, participate on conference calls and complete work products in a timely manner and meet deadlines as required
- Ability to multi-task and maintain awareness of many activities occurring simultaneously
- Ability to read and understand information and ideas presented in writing.
- Ability to think strategically rather than tactically