Task Force Representative – Divisional

Position: Task Force Representative – Divisional

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 – Divisional (TFR-D) is a key representative for all of the Task Force Representatives (TFRs) in one of the System's three Divisions, and serves as a member of Senior Staff. The intent of the following is to identify the requirements and criteria of perspective TFR-D candidates.

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

Knowledge

- Comprehensive understanding of the organization and structure of the System
- Knowledge and understanding of the organization and structure of the FEMA Response Directorate
- Knowledge of the Readiness Cooperative Agreement process, application of the Statement of Work, and the development of the annual System budget
- Possess a working knowledge of US&R Branch operating procedures regulations, policies, and terminology
- Knowledge of the System's Strategic Plan, Operations Manual, FOG Manual, Readiness Assessment Program (Self-Evaluation, ARE and OREEP) and Position Task Books
- Knowledge of ISTs, IMATs, IMTs and familiar with the National Preparedness Assessment Division
- Understanding of the federal legislative structure that allows for the awarding of funding for the System and other coordinating legislation
- Recommended deployment experience as a Task Force Leader

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

Task Force Representative – Divisional Recruitment

Abilities

- Ability to prepare and facilitate meetings, followed by dissemination of information
- Ability to effectively manage communication flow among a Division's Task Force Representatives
- 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
- Ability to travel on less than a 30 day notice to meetings, AREs, important events, or activations