

## **TECHNICAL INFORMATION SPECIALIST POSITION DESCRIPTION**

### **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 deploy as a Technical Information Specialist in support of Resource's activities. 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. Complete all General Training requirements.
2. Complete the FEMA National US&R Response System Planning Team Training course, or equivalent

### **Recommended Training:**

The Technical Information Specialist should:

1. Complete ICS-300 in accordance with the NIMS Training Plan
2. Complete the NWCG All-Hazards Situation Unit Leader course or equivalent
3. Complete the documentation unit leader course.