

# Technical Information Specialist Task Force Position Description

## A. Functional Description

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.

## B. Description of Duties

The Technical Information Specialist is responsible for the following:

1. Gathering requested information from all available sources and forwarding to the Planning Team Manager for incorporation in the planning function
2. Creating, displaying, providing and compiling documentation for all pertinent task force and incident information via written, audio, and visual media
3. Providing accountability, maintenance, and minor repairs for all planning team equipment
4. Performing additional tasks or duties as assigned

## C. Position Requirements and Criteria

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

## D. Required Training

The Technical Information Specialist shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete the *FEMA US&R Planning Team Training Instructor-Led Training* (Course Code: 9P6131)

## E. Recommended Training

The Technical Information Specialist should complete the following:

1. *ICS-300: Intermediate ICS for Expanding Incidents*