

# TECHNICAL INFORMATION SPECIALIST

## Position 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 Manager.

## Description of Duties

The Technical Information Specialist is responsible for:

- Gathering requested information from all available sources and forward to the Planning Manager for incorporation in the planning function.
- Documenting (written, audio, and visual mediums) the activities of the US&R task force during an assigned mission for onsite and post-incident analysis, historic documentation and post-event critiques, lessons learned, and training
- Tracking all pertinent task force personnel information, work schedules, and equipment inventory status.
- Adhering to all safety procedures
- Accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned during a mission
- Preparing all audio and visual references materials necessary during the mission

## Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Technical Information Specialists in the FEMA 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. The requirements and criteria for the position are identified in the following categories:

Knowledge

Skills

Abilities

### Knowledge

1. Knowledge of and practical ability in technical writing, US&R terminology, data collection, documentation procedures, and information analysis of emergency/disaster operations
2. Knowledge of and practical ability in the operation and use of various visual media including, but not limited to, video recorders, audio recorders, and still photography.

### Skills

1. Ability to use a portable laptop computer and a working knowledge of word processing and other related software to include but not limited to: word processors, spreadsheet, presentation, and database software.

**Abilities** ([see general requirements](#))