

# PLANNING MANAGER

## Position Description

The Task Force Planning Manager is responsible for managing and coordinating the planning aspects of the task force during incident operations. The task force Planning Manager reports directly to the Task Force Leader.

## Description of Duties

The Planning Officer is responsible for:

- Managing the planning process
- Collecting, assimilating, analyzing, and processing information needed for making effective decisions.
- Development and distributing the Task Force Action Plan
- Developing and issuing task force reports to include but not limited to: event logs, situation reports, briefing reports, chronological event logs, and weather reports.
- Facilitating task force planning meetings and briefings
- Developing resources requirements based on mission requirements and duration.
- Advising and assisting the Task Force Leader in evaluating the situation, setting goals and objectives.
- Developing an archive system for all task force documentation
- Coordinating the development of the after-action reporting process
- Developing demobilization plans.
- Maintaining and collecting all daily records for forwarding to appropriate locations to include: The Task Force Action Plan, chronological log, equipment damage and loss report, and unit activity log.
- Adhering to all safety procedures
- Accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned during a mission.

## Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Task Force Planning Officers in the FEMA US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the planning function in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

Knowledge

Skills

Abilities

### Knowledge

1. Must have Incident Command System training in one or more of the following areas: Situation Status Unit Leader, Resource Status Unit Leader, Documentation, Demobilization, or Plans Chief

2. Must possess an awareness of other disaster response organizations

3. Knowledgeable about the development and use of integrated action planning concepts and processes

### **Skills**

1. Must be proficient with information systems to include but not limited to: computers, application software, and computer peripherals.

2. Must be proficient in task force records management

### **Abilities**

1. Must have strong interpersonal skills that allow for close working relationships during stressful situations

2. Must be able to effectively communicate orally and in writing.

3. Must be able to gather and share information, plan effectively for future operations and make contingency plans for emergencies.