

Deputy Advisory Group Chair



Position: Deputy Advisory Group Chair

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.

A member of a System task force, recommended by the Advisory Group Chair and appointed by the US&R Branch Chief. Under the direction of the Chair, the Deputy is a member of Senior Staff and will act in the Chair capacity during all official functions in the absence of the Advisory Group Chair. The following outlines the minimum Knowledge, Skills and Abilities (KSA).

Knowledge – Accuracy of obtaining facts, depth and range of information to address Tactical and Strategic Level issues

- Complete and full understanding of the USR Strategic Plan, Strategic Training Plan and TPAM
- Strong working knowledge of the FEMA US&R System, organization structures and historical information relevant to the position
- General knowledge of exercise types and delivery methods.
- General understanding of all 19 positions and function for Type I US&R Team.
- General understanding of a US&R Incident Support Team (IST)
- General Understanding of an Incident Management Team (IMT)
- Experience as part of an Executive Management Team within your sponsoring agency or at the US&R managerial level
- Understanding of the relationships between National Response Framework partners across the Emergency Support Functions and relationships to the FEMA US&R Program
- Understanding of the current FEMA US&R budget development and implementation process and impacts on Task Force preparedness and readiness.
- Working knowledge of FEMA/US&R organizational and management principles
- Experience with business and management principles involved in strategic planning, resource allocation, leadership technique, work production methods, and coordination of people and resources

Skills – Proficiency, expertise, or competence in a given area.

- Communicating effectively orally and in writing as appropriate for the needs of the Task Force Representatives, Sponsoring Agency Chiefs and FEMA leadership.
- Established leadership skills – demonstrate strong leadership skills that allow clear guidance
- Understanding of basic computer programs such as: Word, PowerPoint, Excel, Visio, and Adobe products
- Data analysis skills – ability to make fact-based decisions. Candidates must have the ability to understand data and metrics used to measure performance and are able to put this information in context to inform their decision-making
- Decision-making skills – requiring managers to make decisions and move responsibility for decision-making around to other parts of the Systems
- Solid analytical and research skills, monitoring/assessing performance individuals, or groups to make improvements or take corrective action
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Excellent interpersonal communication skills; ability to work with Operational, Administrative and Executive personnel

Abilities – performance ability to use knowledge and skills applied to the subject area

- Setting clear goals–ability to clearly imagine a desired future state. Able to plan and prioritize activities in line with their aims to create focus for themselves and others around them
- High level of managing delegation of work– will allow other personnel to do their job. They will set clear directions and expectations
- Performance management and coaching skills – seek candidates who can give back constructive feedback and support others in their personal and professional development
- Member must have support from their Sponsoring Agency to fulfill the role that will include multiple conference calls and meetings
- Ability and historical record of completing major projects or tasks
- Ability to communicate effectively with US&R members to provide guidance at the Strategic level
- Ability to speak and lead large groups through complex programs
- Capacity to influence and compromise
- Ability to consensus build
- Ability to actively participate in group efforts to produce the highest quality deliverables to the FEMA US&R System