



## Position Description

Job Title: Federal Emergency Response Team Administrative Personnel  
Date: October 2015  
Department: Operations & Office of Emergency Management (OEM)  
Status: Non-Exempt  
Reports To: Varies depending upon assignment

**SUMMARY:** Administrative Personnel are responsible in assisting and supporting all operating sections by completing designated tasks during a deployment. This is achieved by maintaining constant communication with all operating sections to determine tasks and projects and the order in which tasks must be completed, by standing-by as necessary, maintaining a log of tasks to be completed, answering phones if necessary, and gathering, organizing, and distributing information as required. Administrative Personnel may also provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

1. **RESPONSIBILITIES:** The major responsibilities of the Federal ERT Admin are:
  - 1.1. Ensure self readiness.
  - 1.2. Understand and comply with ICS and NIMS concepts and principles.
  - 1.3. Establish and maintain positive interpersonal and interagency working relationships.
  - 1.4. Maintains confidential all information obtained in the course of a deployment unless directed by AMR authorities or required by law to share such information.
  - 1.5. Refuses to participate in unethical procedures, and assumes the responsibility to report incompetence or unethical conduct to the appropriate authority.
  - 1.6. Responsibilities At Scene
    - 1.6.a. Report for assignment(s) as directed.
    - 1.6.b. Obtain orientation to local theater of operation.
    - 1.6.c. Facilities, support services, and material at the incident should be provided by Logistics Section, however, these resources may not be in place in the early stages of a disaster so Federal ERT Admin should be self-sufficient for up to 72 hours.
  - 1.7. Responsibilities – Demobilization
    - 1.7.a. The Federal ERT Admin should not leave the theater of operations without receiving departure instructions from their manager.
    - 1.7.b. Complete and submit demobilization check-out forms.
    - 1.7.c. Return all communications and other equipment on loan for the incident.

1.7.d. Reviews return travel procedures with manager.

**2. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- 2.1. Basic understanding of the underlying principles of laws and regulations, criteria and standards dealing with emergency response, homeland security and general emergency preparedness issues.
- 2.2. Working knowledge of the National Incident Management System (NIMS).
- 2.3. Working knowledge of the Incident Command System (ICS).
- 2.4. Knowledge of office management principles, methods, and procedures to complete work assignments.
- 2.5. Knowledge of organization, personnel, and fiscal management to complete daily work assignments.
- 2.6. Knowledge of sorting/filing techniques and records retention policies and schedules to maintain accurate records.
- 2.7. Ability to work under pressure and adjust to a diverse working environment.
- 2.8. Ability to manage and prioritize multiple assignments.
- 2.9. Ability to work with diverse individuals to collect the necessary information.
- 2.10. Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.
- 2.11. Knowledge of basic electronic-mail functions (email), including sending and receiving messages, attaching documents, and appending carbon copies (CC) and blind-carbon-copies (BCC).
- 2.12. Ability to use word processing software to prepare reports, memos, correspondence, and other job-related documents and materials.
- 2.13. Ability to use database software to input, organize, track, and retrieve data.
- 2.14. Ability to use spreadsheet software to compile, compute, organize, and present tables, graphs, and charts for use in reports and other tracking activities.
- 2.15. Ability to listen and take accurate notes based on verbal information.
- 2.16. Must be prepared for 24 hour on-call response.

**3. MINIMUM QUALIFICATIONS:**

- 3.1. Successful completion of the following ICS Courses:
  - 3.1.a. ICS 100.b – Introduction to Incident Command
  - 3.1.b. ICS 700.a – NIMS Introduction
  - 3.1.c. ICS 800.b – NRF, An Introduction
- 3.2. Able to meet the physical and mental requirements as outlined below.

**4. STRESS FACTORS:**

- 4.1. Occasionally: Repetitive tasks, high pressure, rapidly changing, high-risk environment.
- 4.2. Frequently: Intense tasks, prolonged stand-by periods.

**5. PHYSICAL REQUIREMENTS:**

- 5.1. Must be healthy enough to function under field conditions, which may include all or some of the following:
  - 5.1.a. Extended (>12hr) shifts, austere conditions (possibly no showers, housing in tents, portable toilets)
  - 5.1.b. Extreme weather conditions (long exposure to heat and humidity, lack of air conditioning, extreme cold, or wet environments)
  - 5.1.c. Long periods of standing
- 5.2. Individuals should not require personal medications that need refrigeration of any kind.

- 5.3. Should not have any physical conditions, impairments, or restrictions that would preclude them from participating in the moving and lifting of patients and/or equipment and supplies.

**6. WORKING ENVIRONMENT:**

- 6.1. Occasionally: Works alone.
- 6.2. Frequently: Face-to-face contact with others,
- 6.3. Constantly: Works around others, verbal contact with others, outside shift work, day or night hours.

**7. MENTAL REQUIREMENTS:**

- 7.1. Occasionally: Simple reading, simple math skills,
- 7.2. Frequently: Simple writing, judgment, reasoning.
- 7.3. Constantly: Decision-making.

**8. EQUIPMENT USED:**

- 8.1. Radios
- 8.2. Constantly: Personal computer, telephone, fax, copy machine, stapler