

PLANNING TEAM MANAGER

I. Functional Description

The task force Planning Team Manager is responsible for planning aspects of the task force during incident operations. The Planning Team Manager supervises the Structures Specialist and Technical Information Specialist. The Planning Team Manager reports directly to the Task Force Leader

II. Description of Duties

The Planning Team Manager is responsible for the following:

- Developing and implementing the planning components of the task force tactical action plan
- Coordinating, managing and supervising all planning component activities
- Determining the planning component organizational and logistics needs
- Receiving briefings and situation reports and ensuring that all planning personnel are kept informed of status changes
- Providing situation reports and maintaining records and reports
- Preparing performance evaluations for assigned personnel
- Providing accountability, maintenance, and minor repairs for all planning team equipment
- Performing additional tasks or duties assigned

III. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Task Force Planning Team Managers in the National US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the planning component in the urban disaster environment.

IV. Required Training

The Planning Team Manager shall adhere to the following:

- Meet all administrative and general training requirements
- Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance
Complete National US&R Response System Planning Team Training Course