

# MABAS (Mutual Aid Box Alarm System)-Illinois

## Contract Position Description

### SPECIFIC SKILLS AND RESPONSIBILITIES FOR THE CONTRACT POSITION OF:

**Job Title:** US&R Team Director

**Effective Date:** 8/15/2007

**Position:** Part-Time Contractor Services

**Compensation:** As determined by the MABAS Executive Board

#### **Position Overview:**

- Working knowledge and understanding of FEMA/Federal US&R team requirements and standards.
- Working knowledge and understanding of MABAS US&R team structure and operations.
- Proven experience in US&R team training and standards program management.
- Experience and success in building and maintaining high performance teams.
- General understanding of US&R team equipment inventories and mobility-deployment capabilities.

#### **Essential Job Responsibilities:**

- Reports to MABAS Chief Executive Officer and serves at CEO's direction.
- Manages and coordinates all aspects of US&R team coordination, planning, resources, control, procedures and the like.
- Recommends appointments of team members to the MABAS Chief Executive Office to key positions.
- Recommends appointments, dismissals and personnel actions of US&R team members to the Chief Executive Officer of MABAS.
- Manages, coordinates and enforces team/Executive Board policies associated with US&R team training, exercises and deployments.
- Manages, controls, maintains and repairs US&R team assigned equipment and rolling stocks to assure readiness.
- Wherever possible, seeks full compliance with FEMA standards of US&R team, and advises Chief Executive Officer where compliance does not exist.
- Coordinates with MABAS committees on US&R matters of operational need and/or concern.
- Coordinates with outside agencies (IDPH, IFSI, and Private Sector) on matters of operational concern for US&R team.
- Manages the US&R Mobility Control Center in conjunction with MABAS (RED Center) Mobility Control Center during activations.
- Provide a monthly and annual operational status report of US&R team readiness, staffing, equipment, training, etc.
- Plan, coordinate, execute US&R exercises to assure operational readiness in all areas of recall, mobilization, deployment, employment, and reconstitution.
- Manages matters of budget, reimbursements, invoices, expenses, and equipment needs associated with MABAS US&R.
- Receives direction from MABAS Chief Executive Officer.
- Accepts committee liaison assignments and provides staff support for same.

**NOTE:** This job description is not intended to be all-inclusive. Individual may perform other related duties as negotiated to meet the ongoing needs of the organization.