

# MABAS (Mutual Aid Box Alarm System)-Illinois

## Contract Position Description

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

**Job Title:** Plans Branch Chief

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

**Position:** Part-Time Contractor Services

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

#### **Position Overview:**

- Experience in creating planning and guidance documents.
- Working understanding and knowledge of MABAS box cards and Statewide Response Flow Plan.
- Experience in scheduling and planning systems.
- Understanding of Incident Command, Unified Command, NIMS and NRP.
- Understanding of IEMA, IEMA Act, and IEMA systems, including SEOC.
- Working understanding and experience in computer network – web based systems.
- General knowledge of multiple communication systems.

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

- Reports to MABAS Chief Executive Officer.
- Coordinates all MABAS Executive Board and MABAS-ITTF related documents, their updates and distribution, including:
  - MABAS Statewide Mutual Aid Response Flow Plan
  - MABAS Getting Started Manual
  - MABAS Special Operations Team Guidance Booklet
  - MABAS Standard Operating Procedures
  - MABAS-ITTF-IEMA Reimbursement Procedures and Guidance
  - MABAS Dispatch Center Procedural Guide
  - MABAS Statewide Plan Coloring Book
  - Other MABAS Guidance Documents as Published
- Coordinates with the MABAS Communications Committee all related matters and manages the MABAS webpage and all of its components, elements and uses.
- Coordinates MABAS plans with allied agencies, such as; ILEAS, IEMA, ILNG, ISP, Health Departments, FEMA, etc.
- Creates plans and drafts policies needed for MABAS division coordination.
- Coordinates information gathering coordination, drafting and publishing of monthly and annual MABAS Executive Board activity reports.
- Accepts assignments as directed by MABAS Chief Executive Officer.
- Accepts committee liaison assignments and provides staff support to same.
- In the absence of a Logistics Branch Chief, functions as the coordinator with vendors and contractors regarding:
  - Specification Compliance
  - Delivery and Training
  - MOA's to Receiving Divisions
  - File Documentation for Audit and Tracking
- In the absence of a Logistics Branch Chief, maintains master contracts and schedules for required field equipment calibration and expiration dated materials.

**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.