



# Virginia Task Force 2

## Urban Search and Rescue

Administrative Manual

3.04a Position Description:  
Program Manager

March 2019

## Position Descriptions

### Program Managers Position Description

(City of Va. Beach Job Classification: Battalion Chief)

### Summary of Position Description

Perform responsible management and oversight of the day-to-day administrative operations of VATF 2 Urban Search and Rescue Team

### Critical Elements of Performance

Responsible for the day to day operations of the Special Operations FEMA and Technical Rescue Division. The Program Managers position directs 70% of the position to FEMA and 30% towards the Virginia Beach Fire Department as an Operational Battalion Chief and Program Manager of the Technical Rescue Team. The Program Manager directly supervises Task Force 2's administrative technician, logistics and training coordinator. The Program Manager reports directly to the District Chief of Special Operations who serves as the Task Force Representative to the US&R Program.

VA-TF2's Program Manager Responsibilities

- Annual budget and finance including tracking of expenditures and monies expended in the cooperative agreement.
- The coordination and submission of grant related paperwork to Management Services and submission of all required federal paperwork associated with the grant as described in the articles of agreement.
- Updating and maintenance of all sponsoring agency and participating agency agreements that govern the operations of the task force and informing FEMA or any changes to these agreements.
- Oversight of annual task force inspection readiness reports. Responsible for coordination of all written and oral communications concerning administrative issues to nine component managers and 231 task force members.
- Oversight of the task force web site and oversees office and warehouse space that houses administrative offices and storage of all cache items. Interacts with FEMA USAR staff concerning program directives and provides local administrative contact to the federal program.
- Completion of all annual grant/program goals required on task force grants. Responsible for oversight of personnel records, equipment inventories and maintenance.
- Develops a five year business plan that annexes the Strategic business plan of the VBFD.

The duties as a Battalion Chief for the Virginia Beach Fire Department consist of supervising and directing the delivery of skilled emergency and non-emergency services in a variety of areas



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such as fire suppression, hazardous material, technical and rescue operations, advanced medical assistance, public education and information, disaster management, and other duties as required. A Battalion Officer may be required to stand duty and respond as needed during off duty periods; and fill in for superiors when necessary.

### **Performance Standards**

Manages the operation of the task force to insure a state of operational readiness is maintained; ensure compliance with the cooperative agreement statement of work ensures cooperative agreement applications are complete and all reporting requirements are completed in a timely manner; manage budget and track expenditures; ensures biannual and quarterly reports are completed; insure that all required reports and records are in compliance with FEMA US&R , OMB, State and Local regulations; serve as a point of contact with the FEMA US&R Section relating to US&R cooperative agreement administration; attend TFL meetings oversight of completion of reimbursement packages; prepares budget modifications and expenditures of the task force as per the cooperative agreement scope of work, applicable budget and cache equipment list; perform additional duties as required.

### **Knowledge, Skills and Abilities Required to Perform Satisfactorily**

#### **Knowledge**

- Possess a working knowledge of the current National Incident Management System and Incident command system, the National Response Plan and the DHS/FEMA National US&R Response System; its organizational structure, operational procedures and terminology.
- Successful completion of a DHS / FEMA approved “Grants Management Certificate Program” within two years from the date of in-position and pursues continuing education to support achieved certification.
- Possess knowledge of Memorandum of Understanding of the primary Sponsoring Agency, Participating Agencies and Affiliated members.
- Knowledge of all applicable OMB Circulars including Cost Principles, Administrative requirements, Audit Requirements and Code of Federal Regulations.
- Knowledge of City of Virginia Beach finance and accounting principles, procurement rules procedures and policies.
- Knowledge of Fire Department staffing and management programs.
- Knowledge required for the position of Battalion Chief.



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#### **Skills**

- Interpersonal communication skills
- Strong oral and written communications skills.
- Strong organization and management skills
- Skills in development of strategic plans, program directives and administrative requirements of Cooperative Agreements.
- Skilled in the development of budgets and management of budgets.
- Skills specific to a Battalion Chief in the VBFD.

#### **Abilities**

- Management of the day-to-day operations of the task force.
- Ability to effectively supervise staff positions.
- Manage annual budgets, prepare reports and documents.
- Prepare grant applications and subsequent budget change requests and prior approval documents.
- Maintain oversight of task force operational readiness activities.
- Work effectively with computers and standard software applications.
- Ability to perform as an Operational Battalion Chief in the VBFD.

#### **Minimum Qualifications**

Possess the minimum qualifications listed for a Fire Battalion Chief within the City of Virginia Beach. Additional US&R Program qualifications include working knowledge of FEMA's Urban Search and Rescue Response System, organizational structure, operating procedures, terminology and awareness of FEMA authorized equipment cache list. Working knowledge of the Incident Command System including successful completion of IS 100, IS 200, IS 700, and IS 800B, completion of DHS/FEMA US&R Orientation course or equivalent and meets or exceeds the Knowledge, Skills and Abilities listed by FEMA.