

June 2008

**Position Description – Northern Region  
Public Information Assistant  
THSP – Exception Position 3 – AD-F**

- ◆ Attends incident command team meetings, and collects information from the ICT and the Information Staff to share with area residents, local/state/federal agency employees and visitors to the area.
- ◆ Plans and distributes information to an information trap line established by the host unit.
- ◆ Demonstrates familiarity with communications equipment, procedures and basic functions of equipment.
- ◆ Maintains positive interpersonal relationships
- ◆ Reviews available documentation
- ◆ Determines Incident commander/Agency Administrator's expectations regarding the dissemination of information
- ◆ Establishes how and when to obtain current incident information
- ◆ Participates in briefings and meetings
- ◆ Facilitates media relations
- ◆ Assists with effective community relations
- ◆ Prepares and disseminate information to incident personnel
- ◆ Incorporates approved special messages and information into routine incident information
- ◆ Assists in the preparation of briefing materials for VIP visits, and assists with planning, coordination and logistics for visits
- ◆ Identifies and plans for special situations within the incident
- ◆ Coordinates with other info functions which may include joint information center and area command.
- ◆ Transfers incident info and pending commitments to host agency or incoming info personnel
- ◆ Serves as a defensible space interpretive specialist, advising homeowners about steps they can take to make their private property and home more resilient to wildfires.
- ◆ Coordinates information needs with staff on the FireSMART Wagon.
- ◆ Provides recommendations and heads up to Forest Line Officers and Staff, and to Incident Commanders regarding emerging issues, concerns and opportunities.
- ◆ Serves as the eyes and the ears for incident and forest personnel working on wildfires throughout the unit.

*/s/ Jane M. Haker*

Incident Business Coordinator  
Region One - USFS