

Community Liaison

Position Description

The Community Liaison is assigned to the Oversight Team and reports to the Oversight Manager. The Community Liaison coordinates with local community leaders to establish communications regarding County and LAC (Local Assistance Center) services. Also the Community Liaison tracks established agreements with local and national organizations to bring in additional resources.

Responsibilities

1. Coordinate with County departments to activate their participation at LACs
2. Establish contact with local community leaders in affected areas to establish communication regarding County and LAC services
3. Track established agreements with local/national organizations and/or businesses to bring in additional resources
4. Stay apprised of recovery efforts
5. Attend community meetings and provide County updates to attendees
6. Coordinate with Ombudsman on community issues
7. Direct donation requests and inquiries to pre-identified agencies listed in the Emergency Operations Center Binder

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Check in with Oversight Manager
- Assess the status of your available resources
- Establish communications with participating agencies/organizations at the LACs

Operational Phase Actions

- Review position responsibilities
- Attend community and LAC meetings to determine and coordinate community needs
- Refer media to the Media Relations Manager
- Work with LAC Managers to collect County participant information for "Letters of Appreciation" for their service
- Advise Oversight Team Manager of issues affecting operations
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds

Deactivation Phase Actions

- Work with Oversight Team to develop Demobilization Plan
- Participate in the Demobilization Plan
- Ensure that all required forms and reports are completed
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM

