

## Oversight Manager

### Position Description

The Oversight Manager oversees all activities related to providing disaster relief efforts in a standardized and consistent manner throughout all LAC operations. The Oversight Manager is also responsible for the Oversight Team.

### Responsibilities

1. Oversee the operations of the Oversight Team
2. Communicate with EOC Director and/or Recovery Coordinator to determine locations and standard operating hours for all sites
3. Serve as representative for the Deployment Phase Subject Matter Experts' communications
4. During the initial site set-up, coordinate with state and federal representatives to secure their presence at LAC
5. Coordinate with Human Resources to develop a schedule for LAC Managers and staff
6. Be a conduit of information to and from LACs
7. Collect daily information from LAC Managers
8. Resolve issues beyond the control of LAC Managers
9. Compile daily reports
10. Coordinate with the Recovery Coordinator and/or Recovery Manager
11. Discuss procurement related decisions with the Purchasing Representative
12. Discuss financial documentation requirements with the Finance Representative
13. Develop, initiate and oversee the Demobilization Plan

### Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Verify contact information
- Check in with the lead Deployment Phase Subject Matter Expert
- Establish communications with LAC Managers
- Establish hours of operation and communicate with the Human Resources Representative and Community Liaison to notify departments and coordinate staff for LAC opening
- Provide LAC operating information to the Media Relations Manager
- Contact Oversight Team members to report for duty
- Meet with Oversight Team to establish operational plans for establishing LACs

### Operational Phase Actions

- Review position responsibilities
- Attend daily and/or weekly LAC staff meetings when appropriate
- Refer all media to the Media Relations Manager
- Collect and review LAC statistics reports for decision-making and advanced planning

**Oversight Position Checklists-**

**Oversight Manager Checklist**

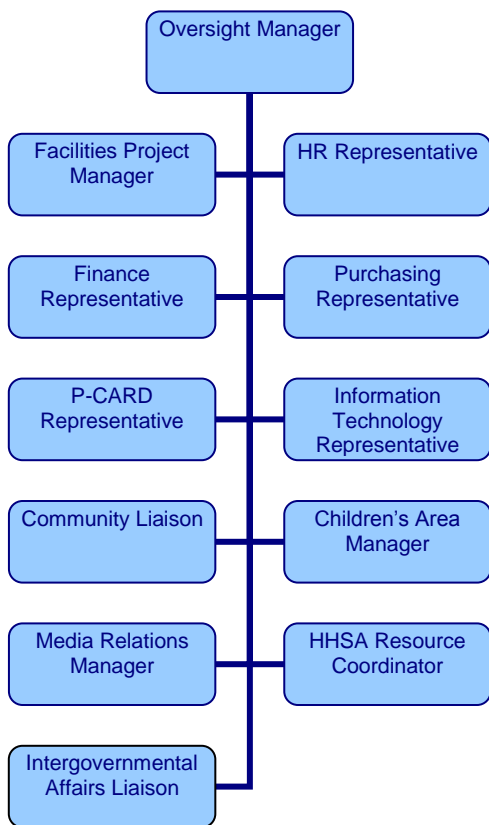
- Prepare report for Recovery Manager/Coordinator using LAC daily statistics
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individual representing diverse cultures and backgrounds
- Develop LAC Demobilization Plan

**Deactivation Phase Actions**

- Coordinate with Oversight Team plans to demobilize the LACs
- Coordinate with Oversight Team plans to demobilize the Oversight Team
- Initiate the LAC Demobilization Plan
- Conduct a final debriefing session with all LAC participants to review operational pros and cons
- Prepare and distribute report documenting operational procedures and items requiring resolution

**Organizational Structure**

**LAC OVERSIGHT TEAM**



**LAC TEAM**

