Local Assistance Center (LAC) Oversight Positions

Information Technology (IT) Representative Training

Oversight Team Purpose

The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.

Information Technology (IT) Representative Position Description

- **Coordinate**
  - Communicate with Deployment Phase Subject Matter Expert over IT to finalize IT projects at the LAC sites.
  - Work with the LAC Managers and Information Technology Technicians for needed services and resources for the LACs.
  - Coordinate with IT personnel for services at all LACs.
  - Work with IT resources to accommodate FEMA equipment and personnel if needed.

- **Manage**
  - Provide direction to technicians to ensure overall efficiency of services.

IT Representative Position Description

- **Consult**
  - Consult with the Finance Representative on cost documentation requirements.
  - Discuss procurement decisions with the Purchasing Representative.
  - Consult with the Finance Representative and work with the Vendor Representatives for additional changes to contract agreements.

Quick Tips

- Check in with Oversight Manager
- Talk with Deployment Phase Subject Matter Expert over IT to finish IT projects at the LAC
- Review IT Representative Checklist

Good Luck

- Remember, the IT Representative is responsible for coordinating with IT Technicians to maintain communication and network capabilities.
- Thank you for your commitment.