
Position Title: Procurement Unit Leader (PROC)

Competency: Assume position responsibilities.

Description: Successfully assume role of Unit Leader within the Finance/Administration Section and initiate position activities at the appropriate time according to the following behaviors.

Behaviors

- Ensure readiness for assignment. (**Proficient – not included in PTB**)
- Ensure availability, qualifications, and capabilities of resources to complete assignment.
- Gather, update, and apply situational information relevant to the assignment.
- Establish effective relationships with relevant personnel.
- Establish organization structure, reporting procedures, and chain of command of assigned resources.
- Understand and comply with ICS concepts and principles.

Position Title: Procurement Unit Leader (PROC)

Competency: Lead assigned personnel.

Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

Behaviors

- Model leadership values and principles.
- Ensure the safety, welfare, and accountability of assigned personnel.
- Establish work assignments and performance expectations, monitor performance, and provide feedback.
- Emphasize teamwork.
- Coordinate interdependent activities.

Position Title: Procurement Unit Leader (PROC)

Competency: Communicate effectively.

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.

Behaviors

- Ensure relevant information is exchanged during briefings and debriefings.
- Ensure documentation is complete and disposition is appropriate.
- Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.

Position Title: Procurement Unit Leader (PROC)

Competency: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

Behaviors

- Administer and/or apply agency policy, contracts and agreements.
- Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.
- Follow established procedures and/or safety procedures relevant to given assignment.
- Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.
- Plan for demobilization and ensure demobilization procedures are followed.