

NYC EMERGENCY MANAGEMENT
GRANT FUNDED THROUGH 8/31/2023 WITH THE POSSIBILITY OF AN EXTENSION
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**
Title Code No.: **06766**
Salary: **\$65,000-\$72,000**
Office Title: **Records Program Manager**
Division/Work Unit: **Office of the Chief Counsel**
Work Location: **165 CADMAN PLAZA EAST BROOKLYN, NY 11201**
Hours/Shift: **9 – 5/M – F**
Number of Positions: **1**

ABOUT NEW YORK CITY EMERGENCY MANAGEMENT

New York City Emergency Management (NYCEM) helps New Yorkers before, during, and after emergencies through preparedness, education, and response. NYCEM is responsible for coordinating citywide emergency planning and response for all types and scales of emergencies. We are staffed by more than 200 dedicated professionals with diverse backgrounds and areas of expertise, including individuals assigned from other City agencies.

The Records Unit works with all units and personnel to develop and implement policies and procedures to manage agency records throughout their entire life cycle, from creation to their ultimate disposition.

JOB DESCRIPTION

Under the supervision of the Chief Council and the Deputy Director of Records, the Records Officer will be responsible for:

- Assisting with the management and maintenance of an automated records management system.
- Training staff on the use of the agency's records management system.
- Performing day-to-day records management tasks and activities relating to storage, retrieval, retention and disposition of records.
- Assisting with the training of staff in the procedures related to policies governing the maintenance of all documents (both records and non-records, regardless of format).
- Collaborating on all Records unit functions and projects including retention schedule review, the creation of destruction requests and choosing and implementing a scanning project for agency records with long-term retention periods.
- Assisting in the development and implementation of agency records management policies and related procedures and performing yearly reviews and updates of established policies.
- Maintaining filing system procedures and classification indexes.
- Assigning and managing file space as well as preparing materials for storage.
- Working with staff to ensure all agency publications that are required to be submitted to the NYC Municipal Library are transferred to the Records unit for submission to the Library's Government Publications Portal.
- Inventorying and cataloging materials in the agency library and managing circulation of the collection utilizing ResourceMate Plus.
- Working under minimal supervision with considerable latitude for initiative and independent judgment.

The selected candidate will be assigned to periodic Emergency Operations Center team and will be expected to work non-business hours during emergencies. The selected candidate will also participate in drills and exercises, assist with Ready NY presentations to external groups, and will undertake special projects as assigned.

QUALIFICATION REQUIREMENTS

1. A master's degree from an accredited college in emergency management, public administration, urban planning, engineering, economics, political science, the physical sciences or related field and one year of satisfactory full-time professional experience in one or a combination of the following: emergency management, fire or police or military service, public safety, public health, public administration, urban planning, engineering, or another specialized area to which the appointment is to be made; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience in the areas listed in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a state's department of education or a recognized accrediting organization and six years of satisfactory full-time professional experience in the areas listed in "1" above, at least two years of which must have been in one of those areas, or another specialized area to which the appointment is to be made.

NOTE: New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

PREFERRED SKILLS

- Please note **you will not be considered for an interview** if you do not have one of the following educational/professional requirements:
 1. A master’s degree from an accredited college in library or information science AND at least one year full-time records management experience; or
 2. A bachelor's degree AND current status as a Certified Records Manager (CRM) in good standing, as granted by the Institute of Certified Records Managers (ICRM) AND at least one year full-time records management experience; or
 3. A baccalaureate degree from an accredited college AND three years full-time professional experience in a records management setting.

- Knowledge of current records management standards and best practices. Familiarity with NYC policies and regulations a plus.
- Demonstrated use of an electronic content management system.
- Experience with Office 365, particularly with a third party records management solution based off of the Office 365 platform.
- Experience with scanning projects. Familiarity with NYC Department of Records scanning guidelines a plus.
- Ability to lift, store and retrieve boxes of records weighing up to 40 lbs.
- Excellent written and verbal communication skills.
- Strong organizational skills and demonstrated attention to detail.
- The ability to work individually or as part of a team.

To APPLY

Current City Employees: Apply via Employee Self-Service (ESS). Go to Recruiting Activities→Careers and search **Job ID#479958**

AND

Send a copy of your resume & cover letter to jobs@oem.nyc.gov. Please include in the subject line the Job ID# and **how you heard about this posting**.

Non-City Employees/External Candidates: Apply via NYC Careers. Go to www.nyc.gov/careers/search and search **Job ID#479958**

AND

Send a copy of your resume & cover letter to jobs@oem.nyc.gov. Please include in the subject line the Job ID# and **how you heard about this posting**.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

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| POSTING DATE: 8/31/21 | POST UNTIL: FILLED | JVN: 017/22/671 |
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-AN EQUAL OPPORTUNITY EMPLOYER-
Special accommodations will be provided for people with disabilities