

**NYC EMERGENCY MANAGEMENT
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**
Title Code No.: **06766**
Salary: **\$57,500-\$63,500**
Office Title: **GROUND SUPPORT SPECIALIST**
Division/Work Unit: **Response Bureau/Logistics Unit**
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 (NYC EM) helps New Yorkers before, during, and after emergencies through preparedness, education, and response. NYC EM 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 Logistics unit works to increase the City's ability to support emergency operations with a sustained and well-coordinated supply chain of resources.

JOB DESCRIPTION

The New York City Emergency Management Department (NYCEM) is looking for an innovative person with a background in ground support logistics, warehouse management, vendor management, and/or other sectors of the Logistics industry that would be able to contribute to NYCEM's disaster planning efforts and to the Citywide Logistics Program (CLP). The CLP focuses on all aspects of resource management, movement control, and supply chain issues during all types of emergency events/responses.

Under the supervision of the Director of Ground Support Logistics, the Ground Support Specialist will accomplish the following:

- Manage the Emergency Fueling, Generators/De-Watering, Credential Verification and Access Coordination, and all Ground Support contract matters.
- Develop a strategic vision with practical solutions to support emergency plans.
- Conduct research and studies to understand ground support needs in NYC (food, fuel, and other commodities) in order to ensure continuous supply flow during emergencies and/or humanitarian relief.
- Work with the Logistics Center (LC) Program Manager to construct supply chain timelines that include time-phased deployment of assets during responses, centering on resource management, movement control, staging, and tracking/tracing.
- Integrate City resource needs with available State and Federal resources.
- Develop additional response task forces and resource collaboration (e.g., Emergency Fueling Task Force, Generators & De-Watering Task Force, etc.).
- Work with the New York State Office of Emergency Management (NYS OEM) and the Federal Emergency Management Agency (FEMA) to develop Logistics supply chain plans that are applicable to urban environments.
- Work special projects as directed by the Deputy Commissioner for Response or the Assistant Commissioner for Logistics, as assigned.
- Staff the City's Emergency Operations Center (EOC) during emergency activations, and work during non-business hours during emergencies.
- Participate in drills and exercises, and will assist with Ready NY presentation to external groups and other duties as assigned.

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.*

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

PREFERRED SKILLS

- Experience writing detailed emergency Logistics plans
 - Superior written and oral communications skills
 - Experience managing multiple projects in a high-pressure work environment
 - Experience coordinating governmental and non-governmental entities in plan development and disaster Logistics operations
 - Experience applying the concepts, theories, and practices of emergency management and disaster Logistics to real-world plans that were subsequently implemented and tested
 - Vendor management and planning experience
 - Formal training in advanced concepts (400 level) of the Incident Command System (ICS) Logistics Section
 - Valid driver’s license and the ability to drive are preferred
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To APPLY

Current City Employees: Apply via Employee Self-Service (ESS). Go to Recruiting Activities→Careers and search **Job ID#483021**

AND

Send a copy of your resume & cover letter to jobs@oem.nyc.gov. Please include in the subject line the Job ID# 483021 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# 483021**

AND

Send a copy of your resume & cover letter to jobs@oem.nyc.gov. Please include in the subject line the Job ID# 483021 and **how you heard about this posting**.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

POSTING DATE: 9/10/21	POST UNTIL: FILLED	JVN: 017/22/673
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-AN EQUAL OPPORTUNITY EMPLOYER-
Special accommodations will be provided for people with disabilities