

**NYC EMERGENCY MANAGEMENT
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**
Title Code No.: **06766**
Salary: **\$57,500-\$63,500**
Office Title: **LOGISTICS SPECIALIST**
Division/Work Unit: **Response/Logistics**
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 Mutual Aid Unit is responsible for researching and operationalizing the growth of the NYC Emergency Operations Center (EOC) Logistics Section and NYC's participation in mutual aid programs such as; IMAP, State, EMAC, Federal, and City-to-City requests to provide and receive mutual aid. As the City continues its commitment to increasing its internal logistics capacity and supporting affected jurisdictions, providing personnel and resource support through the all-hazards national mutual aid system is critical.

JOB DESCRIPTION

Under the supervision of the Director of Mutual Aid & Resource Processing, with wide latitude for independent initiative and judgment, the Logistics Specialist will increase logistics coordination when NYC is requesting or providing mutual aid.

The Specialist will work closely with other units within NYCEM, as well as City, State, Federal, and non-governmental agency partners to develop and maintain existing mutual aid capabilities. The selected candidate will be responsible for the following tasks:

- Support the NYC Mutual Aid Program.
- Continue to develop the Mutual Aid suite of documents (e.g., quick sheets, pocket guides, etc.) ensuring that all documentation is reflective of updated processes and procedures.
- Work with agencies to increase and maintain NYCs familiarity with EOC Logistics and mutual aid processes and procedures.
- Analyze studies to identify trends and assist in program improvement efforts.
- Develop and deliver trainings and exercises to build logistics and mutual aid competencies and awareness for both internal and external partners.
- Develop and socialize procedures to increase the efficiency of onboarding and tracking mutual aid when NYC is the jurisdiction in need.
- Evaluate the need for NYC to enter into new mutual aid agreements.
- Support planning efforts across the Logistics Division.
- Determine and support Logistics Division and activation data needs.
- Work with NYCEM Plan Management to conduct plan reviews for needed resources and document for future operations.
- Work to conduct planning initiatives with vendors, agency partners, and other NYCEM units to strengthen emergency partnerships.
- Support the development and integration of the NYC incident management software.
- Support the EOC Logistics Section program, as needed.
- Provide a logistics perspective on NYCEM planning initiatives such as the NYC Urban Area Threat and Hazard Identification and Risk Assessment (THIRA) and the NYC Disaster Cost Recovery Plan.
- Work other special projects as assigned by Assistant Commissioner for Logistics or the Director of Mutual Aid and Resource Processing for continual enhancement of NYCEM goals and objective.

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.

NOTE: 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

- At least five years of experience in emergency management or humanitarian relief operations
- Experience in the Incident Command System (ICS), mutual aid initiatives, and EOC Logistics processes
- Experience working with private and public sector clients
- Experience managing multiple projects in a high pressure work environment
- Training in concepts of the Incident Command System (ICS) (100, 200, 300, 700, 800 levels preferred)
- Superior written and oral communications skills
- Valid passenger car driver license and the ability to drive to off-site locations

To APPLY

Current City Employees: Apply via Employee Self-Service (ESS). Go to Recruiting Activities→Careers and search **Job ID# 483978**

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# 483978**

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.

POSTING DATE: 9/14/21	POST UNTIL: FILLED	JVN: 017/22/674
---------------------------------	------------------------------	---------------------------

**-AN EQUAL OPPORTUNITY EMPLOYER-
Special accommodations will be provided for people with disabilities**