

**NYC EMERGENCY MANAGEMENT
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**
Title Code No.: **06766**
Salary: **\$57,500-\$63,500**
Office Title: **On-Call Emergency Contract Specialist**
Division/Work Unit: **Innovation and Strategic Projects Unit / Office of Strategic Operations**
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 Office of Strategic Operations is composed of three units:

- (1) Strategy, Evaluation, and Analytics Unit, which conducts qualitative and quantitative analyses to identify and track to completion strategic recommendations that improve the City's emergency response posture;
 - (2) Innovation and Strategic Projects Unit, which implements initiatives and programs that enhance the City's preparedness and response capabilities; and
 - (3) Continuity of Operations (COOP) Unit, which ensures that NYC agencies have comprehensive plans to continue to provide essential services to the public in the event of a disruption. The unit also manages the City's continuity program to increase resiliency by building on and connecting existing contingency plans, practices and resources across New York City agencies.
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JOB DESCRIPTION

The Innovation and Strategic Projects Unit encourages and guides innovative ideas and manages strategic projects that strengthen emergency management in NYC and the field of emergency management. The On-call Emergency Contract Specialist will report to the On-call Emergency Contract Program Manager and be responsible supporting the City's On-call Emergency Contract Program, a first-of-its-kind initiative to enhance NYC's ability to respond to and recover from large-scale incidents, in addition to special projects, as needed. The ideal candidate will have prior project management experience, ability to work in a fast-paced environment, and familiarity with multi-sector engagement strategies.

Duties include:

- Supporting the City's On-call Emergency Contract Program, an interagency effort that comprises a suite of emergency contracts for NYC to use during emergency declarations or anticipated emergency declarations, when City resources and contracts are or will be depleted;
- Conducting market research to identify new potential contract categories for the City to pursue as part of the On-call Emergency Contract Program;
- In coordination with NYCEM's Procurement and Legal Units, supporting the release of requests for proposals for new contract categories;
- Drafting On-call Emergency Contract Program protocol, training, and exercise materials to increase the City's preparedness to activate the Program;
- Coordinating On-call Emergency Contract vendor conferences, executive briefings, and weekly check-ins;
- Compiling vendor readiness plans annually and preparedness scorecards quarterly;
- Supporting after-action reviews of On-call Emergency Contract activation to strengthen the process for future activations;
- Supporting the agency's Innovation Program to solicit novel ideas from internal and external agency partners to strengthen blue- and gray-sky operations;
- Building partnerships with other emergency management professionals, universities, community-based groups, and private-sector partners;
- Working on special projects and assignments; and
- Subject to field deployment during emergencies, as needed.

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

- Experienced project manager with proven ability to see high-impact projects through from start to finish strongly preferred
- Experience using analytical (both qualitative and quantitative) skills to monitor project success strongly preferred
- High level of proficiency with Microsoft Outlook, Word, Excel, and Power Point
- Strong written, reporting and verbal communication skills strongly preferred
- Ability to manage multiple competing priorities in a fast-paced, high stress environment strongly preferred
- Comfortable with public speaking and executive briefings strongly preferred
- Discretion and ability to maintain confidentiality strongly preferred
- A broad understanding of NYC Emergency Management, responsibilities, core competencies and City operations preferred
- Familiarity with NYC, City Agencies, and City procurement processes preferred

To APPLY

Current City Employees: Apply via Employee Self-Service (ESS). Go to Recruiting Activities → Careers and search **Job ID# 484490**

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# 484490**

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: 9/16/21	POST UNTIL: FILLED	JVN: 017/22/679
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-AN EQUAL OPPORTUNITY EMPLOYER-
Special accommodations will be provided for people with disabilities