

**NYC EMERGENCY MANAGEMENT
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title:	EMERGENCY PREPAREDNESS SPECIALIST
Title Code No.:	06766
Salary Range:	\$72,500 - \$79,000
Office Title:	EMERGENCY OPERATIONS CENTER (EOC) TRAINING PROGRAM MANAGER
Division/Work Unit:	Readiness/Learning and Development
Work Location:	165 CADMAN PLAZA EAST, BROOKLYN, NY 11201
Hours/Shift:	M – F / 9 – 5
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 Readiness Bureau prepares the City for emergencies through a continuous cycle of planning, learning, and exercising, using a collaborative and forward-thinking approach.

JOB DESCRIPTION

The overall goal of the NYCEM Learning and Development Unit is to create a highly skilled emergency management community by offering the best training possible, building true leaders who can prepare for and respond to any type of emergency situation, and coordinating effectively with internal and external partners.

The Emergency Operations Center (EOC) Training Program Manager will be responsible for program management; EOC training program assessment and evaluation; developing and delivering courses, including in-person, eLearning, and blended learning; and the creation of new learning programs, both formal and informal.

Specifically, the EOC Training Program Manager will be responsible for the following:

- EOC training program management, including but not limited to: training facilitation, program evaluation, consulting with internal subject matter experts to identify training gaps, program enhancement
- Instructional design & curriculum development for classroom and web-based delivery
- Working with subject matter experts to design and develop audience-appropriate, clear and concise training content
- Researching, evaluating, procuring, and managing vendors as needed
- Supporting the NYC Emergency Management Learning Management System
- Managing logistical details to support trainings
- Delivering training and presentations as needed and required

The EOC Training Program Manager will report directly to the Director of Learning and Development.

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 working in an Emergency Operations Center (EOC)
- Strong project management experience
- Excellent verbal and written communication skills
- Strong training facilitation skills
- Ownership mindset
- Ability to work well under pressure
- Experience with eLearning training products, including Articulate, Captivate, and WebEx
- Technical aptitude and ability to learn new applications
- Knowledge of adult learning models and instructional design
- Excellent meeting and time management skills
- Ability to work on multiple projects concurrently and consistently meet deadlines
- Strong attention to detail

TO APPLY

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

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#** _____

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: 9/22/2021	POST UNTIL: Until Filled	JVN: 017/22/685
-----------------------------------	------------------------------------	---------------------------

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