

**NYC EMERGENCY MANAGEMENT  
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**  
Title Code No.: **06766**  
Salary: **\$65,000-\$79,000**  
Office Title: **Exercises Administration Program Manager**  
Division/Work Unit: **Readiness / Exercises**  
Work Location: **165 CADMAN PLAZA EAST BROOKLYN, NY 11201**  
Hours/Shift: **9 – 5/M – F**  
Number of Positions: **1**

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**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.

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**JOB DESCRIPTION**

New York City Emergency Management (NYCEM) is seeking an Exercise Admin Program Manager to work as part of the Readiness Bureau to accomplish the drills and exercise program development objectives as outlined in the US Department of Homeland Security's (USDHS) grant funding requirements. For the purpose of this program, an Exercise Admin Program Manager is expected to possess the skills, experience and training necessary to allow them to employ a proactive, versatile approach to drill and exercise support, knowledge of the Citywide Incident Management System (CIMS), emergency preparedness planning, exercise program development and implementation, in addition to a wide range of other duties, including records retention, and data management.

The Exercise Admin Program Manager will report to the Director of Exercises and will conduct the following duties:

- Develop, implement and evaluate drills and exercises to evaluate the emergency response plans of New York City
- Prepare briefings, presentations and reports that detail the outcomes of respective exercises
- Assist in the development of After Action Reports. Develop improvement plans based on the After Action Reports. Track qualitative and quantitative data and information gathered from After Action Reports and Improvement Plans.
- In concert with city agencies, develop CIMS-specific objectives for all drills and exercises
- Collaborate with City, State, Federal agencies and private organizations to develop and implement exercises and drills designed to enhance respective agency efficiency
- Compile quantitative data from drills and exercises for review and progress tracking
- Coordinate agency support as needed
- Support the unit and agency Strategic Planning process and implementation
- Collect exercise data and information for tracking and reporting purposes.
- Manage Exercise Admin Specialist staff to support in the above projects.

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.

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**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.

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**PREFERRED SKILLS**

- Excellent verbal and written communication skills; Ability to work well under pressure;
- 3 years experience in Emergency Management a plus
- Previous experience with exercise design and evaluation and After Action writing a plus
- Understanding of ICS and NIMS
- Excellent meeting and time management skills are a plus
- Strong organization, meeting, time management, project management, and facilitation skills
- Ability to work on and lead multiple projects concurrently a plus
- Excellent oral and written communications skills
- Excellent computer skills, including Microsoft Office preferred
- Experience with reporting, analytics, and dashboard software and tools such as Tableau, Microsoft Power BI, the ArcGIS suite, or comparable software suites a plus
- Experience in quantitative and qualitative data reporting, analytics, and visualization

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**To APPLY**

**Current City Employees:** Apply via Employee Self-Service (ESS). Go to Recruiting Activities → Careers and search **Job ID# 487755**

AND

Send a copy of your resume & cover letter to [jobs@oem.nyc.gov](mailto: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](http://www.nyc.gov/careers/search) and search **Job ID#487755**

AND

Send a copy of your resume & cover letter to [jobs@oem.nyc.gov](mailto: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.**

<b>POSTING DATE:</b> 9/22/21	<b>POST UNTIL:</b> Filled	<b>JVN:</b> 017/22/687
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**-AN EQUAL OPPORTUNITY EMPLOYER-  
Special accommodations will be provided for people with disabilities**