

**NYC EMERGENCY MANAGEMENT
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**
Title Code No.: **06766**
Salary: **\$57,500-\$64,500**
Office Title: **MITIGATION SPECIALIST (DEPLOYABLES)**
Division/Work Unit: **Planning & Resilience/Risk Reduction & Recovery/Hazard Mitigation**
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 Planning and Resilience Bureau focuses on bridging long-term strategies to reduce NYC's risk with actionable operations and programs. This includes coordinating and guiding partnerships to develop strategies that analyze, plan, and address hazard risk and vulnerabilities. The Bureau is responsible for recovery planning, the City's Hazard Mitigation Plan, risk reduction tools, the Interim Flood Protection Measures Program (IFPM), and maximizing the City's receipt of hazard mitigation funding.

JOB DESCRIPTION

NYC Emergency Management seeks a candidate responsible for supporting and coordinating mitigation efforts around deployable flood protection measures. This position will report to the Deployables Program Manager. This includes (1) supporting the management of the Interim Flood Protection Measures (IFPM) program which maintains and deploys flood protection at critical city and neighborhood sites; and (2) supporting the development of operational considerations for resiliency projects.

The Specialist will:

- Identify and develop tools that support operational decisions and protocols for the IFPM program
- Facilitate interagency review of IFPM design or programmatic documents
- Provide coordination and/or training support for contractors, agency partners, and other entities involved in the operations, maintenance, and/or deployment of the IFPM program
- Update and develop outreach tools and conduct outreach to stakeholders
- Provide reporting, recordkeeping, interagency coordination, communications and/or construction management support during IFPM activations and exercises
- Assist with IFPM construction monitoring and attend site visits for IFPM program and other projects as needed
- Facilitate data collection and coordinate support for citywide resiliency mapping and operational decision-making for flood response
- Support development of deployables best practices and knowledge sharing with partners
- Assist with IFPM inventory management through data, fiscal, assessment, and review support
- Support the Mitigation Unit's grant management functions as needed
- Perform other duties as assigned by Risk Reduction and Recovery leadership

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

- Proficiency with Microsoft Office applications (Word, Excel, Access, and PowerPoint)
- Strong written and oral communication skills
- Strong analytical skills and ability to understand and communicate technical information to a variety of audiences
- Experience with capital project development, project delivery, construction management, logistics, hazard mitigation, disaster recovery, and/or emergency management
- Strong understanding of budget planning and/or financial management
- Highly comfortable with multitasking and project management tools
- Demonstrated ability to manage multiple projects and provide project management support within specified deadlines
- Comfortable working in fast-paced environment with rapidly-changing conditions and tight timeframes
- Ability to work well within a team structure while maintaining independent latitude for good judgement
- Experience with program implementation and operational support for on-site maintenance, repairs, redesigns, and stakeholder coordination
- Engineering, Geographic Information Systems (GIS), and/or graphic design skills
- Driver’s license and ability to drive in NYC

To APPLY

Current City Employees: Apply via Employee Self-Service (ESS). Go to Recruiting Activities → Careers and search **Job ID# 485510**

AND

Send a copy of your resume & cover letter to jobs@oem.nyc.gov. Please include in the subject line the Job ID# 485510 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# 485510**

AND

Send a copy of your resume & cover letter to jobs@oem.nyc.gov. Please include in the subject line the Job ID# 485510 and **how you heard about this posting**.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

POSTING DATE: 9/22/21	POST UNTIL: Filled	JVN: 017/22/689
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-AN EQUAL OPPORTUNITY EMPLOYER-
Special accommodations will be provided for people with disabilities