

**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**  
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**

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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 Planning & 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, and maximizing the City's receipt of hazard mitigation funding.

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**JOB DESCRIPTION**

NYC Emergency Management seeks a candidate responsible for supporting and coordinating mitigation efforts. This position will report to the Director of Mitigation. This includes supporting coordination of scoping projects for the City's applications for hazard mitigation funds, such as Hazard Mitigation Grant Program (HMGP) and Building Resilient Infrastructure and Community (BRIC) grants; supporting implementation of the City's hazard mitigation grant awards and coordinating with implementing agencies on meeting federal grant and other requirements throughout the project lifecycle.

The Specialist will:

- Support development of mitigation tools and projects that inform risk, exposure, and mitigation investment opportunities
- Ensure select mitigation projects are implemented in compliance with FEMA mitigation funding, or other resiliency funding
- Facilitate and support coordination of scope development and grant applications for FEMA's Building Resilient Infrastructure in Communities (BRIC) funding with City partners
- Work with agencies to provide guidance, assistance, project management support, and cross-agency engagement to ensure the success of innovative, complex projects tied to unique rules
- Develop presentations, guidance documents, and other resources for FEMA Hazard Mitigation technical assistance efforts
- Organize meetings, develop agendas, manage project status tracking, review progress reports, and track action items for hazard mitigation projects
- Develop scopes of work and other tasks to support vendor contract development
- Work in fast-paced environment that requires multi-tasking and meeting various deadlines
- Provide inter-agency coordination to project teams to ensure mitigation projects are meeting funding milestones
- 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.

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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

- Proficiency with Microsoft Office applications (Word, Excel, Access, and PowerPoint)
- Strong written and oral communication skills
- Ability to explain technical information to diverse stakeholders
- Demonstrated interest or experience in: urban planning, disaster recovery, hazard mitigation, climate adaptation, and/or infrastructure and community resiliency
- Strong analytical skills and ability to synthesize information and provide decision-making support based on quantitative and qualitative analysis
- Strong understanding of grant funding, budget planning, and/or financial management
- Demonstrated ability to manage multiple projects and provide project management and organizational support within specified deadlines
- Ability to work well within a team structure while maintaining independent latitude for good judgement
- Be create and flexible, and thrive in a workspace that requires innovative approaches to technical and complex rules
- Problem solver
- Experience with federal grant requirements, resiliency planning and/or capital project development a plus

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#### To APPLY

**Current City Employees:** Apply via Employee Self-Service (ESS). Go to Recruiting Activities → Careers and search **Job ID# 485328**

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# 485328 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# 485328**

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# 485328 and **how you heard about this posting**.

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

<b>POSTING DATE:</b> 9/23/21	<b>POST UNTIL:</b> Filled	<b>JVN:</b> 017/22/690
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**-AN EQUAL OPPORTUNITY EMPLOYER-**  
Special accommodations will be provided for people with disabilities