

**NYC EMERGENCY MANAGEMENT
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**
Title Code No.: **06766**
Salary: **\$57,500 - \$69,500**
Office Title: **INFRASTRUCTURE SPECIALIST**
Division/Work Unit: **Planning and Resilience/Interagency Coordination /Transportation and Infrastructure**
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 & 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 Transportation and Infrastructure Unit develops planning guidance for coordinating transportation, infrastructure, and utility agency support for citywide emergency events. The Unit also creates information management tools, and provides operational policy support and subject matter expertise on the region's transportation, infrastructure, and utility systems.

JOB DESCRIPTION

Reporting to the Director, Transportation and Infrastructure, the Infrastructure Specialist will have broad responsibility to work with various New York City infrastructure and utility partners to coordinate plans and protocols, specifically coordinating telecommunication programs such as mobile cellular deployments, in the Transportation and Infrastructure Unit.

To successfully coordinate these programs, the selected candidate will:

- Conduct research to understand telecommunication needs in NYC, in order to support cellular and broadcasting supply during emergencies and/or humanitarian relief.
- Work closely with the Department of Information Technology & Telecommunications, public and private sector partners, and other agencies to plan and implement NYC's Cell on Wheels (COW's) program.
- Support planning activities of the Transportation and Infrastructure Unit as it relates to telecommunications.
- Drafting plans and protocol documents memorializing roles and responsibilities
- Identify gaps in resources and/or capabilities and support requests for coordination assistance from stakeholders
- Developing processes for data collection and analysis.

The ideal candidate will have Ideal candidates will also demonstrate a high level of skill at visualizing data and making it meaningful for lay audiences and high-level decision-makers.

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

- Demonstrated interest or experience in: technology, telecommunications, infrastructure, and/or emergency management
- Experience working with public and private sector stakeholders
- Experience working with a large utility, telecommunications, or infrastructure agency or company in an urban environment
- Familiarity with NYC infrastructure and utility systems
- Ability to lead meetings and discussions, conduct presentations, communicate key objectives, and build consensus
- Strong written and oral communication skills
- Experience performing research and preparing case studies for project development
- Strong analytical skills and ability to synthesize information and provide decision-making support based on quantitative and qualitative analysis
- Demonstrated ability to manage multiple projects and provide project management support within specified deadlines
- Ability to work well within a team structure while maintaining independent latitude for good judgement

To APPLY

Current City Employees: Apply via Employee Self-Service (ESS). Go to Recruiting Activities→Careers and search **Job ID# 487802**

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# 487802**

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: 10/1/21	POST UNTIL: FILLED	JVN: 017/22/694
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**-AN EQUAL OPPORTUNITY EMPLOYER-
Special accommodations will be provided for people with disabilities**