

**NYC EMERGENCY MANAGEMENT  
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**  
Title Code No.: **06766**  
Salary: **\$57,500-\$64,500**  
Office Title: **SHELTER PROGRAM SPECIALIST**  
Division/Work Unit: **Planning and Resilience/Interagency Coordination/Human Services**  
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 Human Services Unit works with partner agencies and organizations to write plans that focus on the individuals and families who are impacted by disasters, addressing the human element in response and recovery operations. The unit also administers programs and delivers regular training focused on diverse planning efforts.

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**JOB DESCRIPTION**

The Shelter Program Specialist reports to the Shelter Program Manager in the Human Services Unit. The Specialist works with the program manager to write, maintain, amend, and operationalize emergency response plans and supporting materials in support of the Coastal Storm Plan's Emergency Shelter System. The Specialist also acts as a NYCEM liaison to the Citywide Shelter Planning Board, a committee made up of City agencies responsible for the staffing and operational considerations of running the City's coastal storm shelters. To meet the demands of the role, the selected candidate will be responsible for a range of planning and preparedness activities including, but not limited to, the following:

- Coordinate all aspects (facilities, staffing, training, coordination of supplies, etc.) of the Emergency Shelter System.
- Ensure facilities are vetted with the building owners annually, including replacing facilities with similar accessibility, capacity, and geography if any are removed.
- Maintain an annual roster of approximately 150,000 City workers who will be asked to voluntarily serve in shelters if they are opened. The roster is generated by working with liaisons for the 16 participating City agencies via email, meetings, and phone calls.
- Coordinate, improve, and track the training compliance for all shelter workers.
- Manage the vendor that hosts shelter trainings and project and track costs.
- Work with the vendor that hosts the staff notification system and track all associated costs.
- Work closely with the Humanitarian Logistics Unit to ensure that adequate and appropriate supplies are scheduled to be delivered to each shelter. This can include developing or confirming new specifications for supplies and approving the addition or removal of supplies.
- Update and enhance citywide emergency plans and training materials related to emergency sheltering.
- Build and maintain relationships with City and non-governmental partners in all aspects of emergency planning, preparedness, and response.
- Perform other tasks assigned by the Shelter Program Manager or Director of Human Services.

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**

- Superior written and oral communications skills
- Experience managing multiple projects in a high-pressure work environment
- Superior project management skills
- Demonstrated ability to deliver complex projects within specified deadlines
- Strong computer and data analysis skills
  - Microsoft Office applications: Word, Excel, Teams, and PowerPoint
  - Experience working with large databases, content/data management systems, and hazard data
  - Ability to analyze and synthesize complex data sets and translate into clear, actionable information and program operation
- Experience working with or for nonprofit organizations, community based organizations, and government agencies
- Superior diplomacy and facilitation skills
- Experience cultivating productive relationships with key contacts in the Human Services/Mass Care sector
- Ability to analyze, evaluate, and manage program operations
- Strong computer skills (Microsoft Office applications: Word, Excel, Access, and PowerPoint)
- Experience applying the concepts, theories, and practices of emergency management to real-world plans

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**To APPLY**

**Current City Employees:** Apply via Employee Self-Service (ESS). Go to Recruiting Activities → Careers and search **Job ID# 487805**

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# 487805**

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>	<b>POST UNTIL:</b>	<b>JVN:</b>
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**-AN EQUAL OPPORTUNITY EMPLOYER-**  
**Special accommodations will be provided for people with disabilities**

