

**NYC EMERGENCY MANAGEMENT
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**
Title Code No.: **06766**
Salary: **\$65,000-\$79,000**
Office Title: **Recovery Program Manager**
Division/Work Unit: **Division/Unit**
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 (NYC EM) helps New Yorkers before, during, and after emergencies through preparedness, education, and response. NYC EM 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 Division 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

With latitude for independent initiative and judgment, NYC Emergency Management seeks a candidate responsible for supporting and coordinating recovery efforts.

The Program Manager will lead a collaborative effort to:

- Take lessons learned from the COVID-19 Recovery Framework and TS Ida Recovery operations to establish a long-term recovery framework and subsequent buildout of recovery capabilities, which can be modified by the City on future disaster recovery efforts.
- Support the build out of coordinated recovery operations related to recent events
- Work with External Affairs, Response, Readiness, and Community Preparedness bureaus to develop tools to support all hazards recovery coordination.
- Engage and foster relationships with community partners and agencies to connect the whole community in a meaningful way to the all hazards recovery planning process.
- Advance templates that visualize data metrics and indicators for used to support decision-making and measure key milestones.
- Taking lessons learned from the COVID-19 Recovery data tracking, develop recovery dashboard templates for other all hazards recovery operations.
- Identify risk and vulnerability metrics that could address areas with highest needs or gaps in recovery
- 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
- At least 3 years professional experience
- Knowledge of and experience in applying the concepts, theories, principles and practices of emergency management and recovery to real-world situations
- Strong analytical skills and ability to make project management decisions based on quantitative and qualitative analysis
- Experience working with large databases and content/data management systems
- Ability to analyze and synthesize complex data sets and translate into clear, actionable information
- Experience engaging community and government stakeholders
- Experience managing consultants
- Demonstrated ability to deliver complex projects with rapid deadlines
- Flexibility towards shifting needs and priorities
- Ability to work well within a team structure
- Experience reaching consensus with multiple stakeholders that have different goals and opinions
- Strong technical skills, including ArcGIS, Tableau, Power BI, and Adobe Suites, a plus

To APPLY

Current City Employees: Apply via Employee Self-Service (ESS). Go to Recruiting Activities → Careers and search **Job ID# 487818**

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# 487818**

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