

NYC EMERGENCY MANAGEMENT
GRANT FUNDED THROUGH 8/31/2021 WITH THE POSSIBILITY OF AN EXTENSION
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**
Title Code No.: **06766**
Salary: **\$57,500-\$69,500**
Office Title: **Interagency Training Specialist**
Division/Work Unit: **Readiness/Learning and Development**
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 Learning and Development Unit develops, delivers, and coordinates training programs that build and strengthen the capabilities of the City's emergency preparedness and response community, including NYCEM staff, agency, private sector, and non-profit partners.

JOB DESCRIPTION

The Interagency Training Specialist will be responsible for the development and implementation of comprehensive training programs to support both intra-agency and inter-agency emergency management training. The overall goal of the NYCEM Learning and Development Unit is to create a highly skilled emergency management community by offering the best training possible, building true leaders who can prepare for and respond to any type of emergency situation and coordinate effectively with internal and external partners.

The Interagency Training Specialist will report directly to the Director for Learning and Development and will be responsible for the following:

- Full cycle instructional design and development (analysis, development, implementation, and evaluation) for classroom, live online, and self-paced online courses
- Facilitating courses and delivering presentations as needed (virtually during COVID and in-person after)
- Translating emergency plans and related materials into training curriculum and learning programs
- Working with subject matter experts to design and develop audience-appropriate, clear, and concise training content
- Researching, evaluating, procuring, and managing vendors hired to develop training material
- Developing and administering professional development training including time management, communication skills, leadership development, strategic planning, etc. for NYCEM personnel
- Supporting the NYC Emergency Management Learning Management System
- Managing logistical details to support trainings

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.*

PREFERRED SKILLS

- Emergency Management experience or education
- Strong training facilitation skills, both in-person and in a virtual environment
- Experience developing and facilitating trainings for Zoom and MS Teams
- Strong project management experience
- Excellent verbal and written communication skills
- Ownership mindset
- Ability to work well under pressure
- Experience with eLearning training products, including Articulate, Captivate, and WebEx
- Technical aptitude and ability to learn new applications
- Knowledge of adult learning models and instructional design
- Excellent meeting and time management skills
- Ability to work on multiple projects concurrently and consistently meet deadlines
- Strong attention to detail

To APPLY

Current City Employees: Apply via Employee Self-Service (ESS). Go to Recruiting Activities → Careers and search **Job ID#492803**

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# 492803**

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: 10/14/21	POST UNTIL: FILLED	JVN: 017/21/712
----------------------------------	------------------------------	---------------------------

**-AN EQUAL OPPORTUNITY EMPLOYER-
Special accommodations will be provided for people with disabilities**