

**NYC EMERGENCY MANAGEMENT**  
**GRANT FUNDED THROUGH 8/31/2023 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: **CERT Operations & Engagement Specialist**  
Division/Work Unit: **Community Preparedness/CERT**  
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 Community Preparedness Bureau helps communities become more resilient by providing guidance for community emergency planning for the most common hazards in New York City and connecting established community organizations and networks to the Emergency Operations Center. Through outreach and training, the Community Preparedness Bureau brings together leaders from volunteer programs, community and nonprofit organizations, and government to promote preparedness at the local level.

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**JOB DESCRIPTION**

New York City Emergency Management's Community Emergency Response Team (CERT) Program is seeking a CERT Operations and Engagement Specialist to organize, develop, and support the program's 1,200 team-based volunteers dedicated to their communities' emergency preparedness, response, and recovery. Selected candidates will be responsible for a range of tasks including, but not limited to, the following:

- Encourage inter-team collaboration through the development and management of the CERT Deployment Group including the management of the citywide radio program.
- Promote leadership and mentorship activities at the borough and local division level to support the implementation of strategies that support volunteer members during deployments and recovery operations.
- Plan and support emergency drills, exercises:
  - Improve the program's emergency deployment capacity and radio networks.
  - Support volunteer-lead borough/team drills and exercises.
  - Support the development of NYCEM-lead emergency drill and exercises.
  - Create new and maintain existing program partnerships.

The CERT Operations and Engagement Specialist position requires a creative individual with excellent communication and mediation skills. S/he will focus on the development of deployment procedures at all levels of the program and will also be responsible for supporting emergency drills and exercises to help test the training and ability of volunteers to meet the emergency roles. S/he must be able to communicate the program's larger strategic vision to team leadership and enable teams to carry out the CERT program's mission within their communities. The position requires someone, above all, who demonstrates a working knowledge of New York City and shows commitment to developing community resiliency.

The selected candidate is expected to regularly work non-traditional hours to meet program needs including supporting evening and weekend events such as trainings, drills and team meetings. This position also responds to citywide emergencies as a member of the City's emergency operations center on-call team.

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.*

**NOTE:** *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**

- Experience leading a volunteer management/retention program
  - Experience in the field during emergency operations
  - Ability to mediate and negotiate with a wide variety of community-based groups
  - Ability to conduct meetings, trainings, and public speaking
  - Proficiency with radio networks and use
  - Superior written and verbal communication skills
  - Proficiency in a second language commonly spoken in NYC a plus
  - Familiarity with human services or mental health related disaster issues
  - Capacity to prioritize and manage multiple projects simultaneously
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**To APPLY**

**Current City Employees:** Apply via Employee Self-Service (ESS). Go to Recruiting Activities → Careers and search **Job ID#495351**

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#495351**

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> 10/19/21	<b>POST UNTIL:</b> FILLED	<b>JVN:</b> 017/22/713
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**-AN EQUAL OPPORTUNITY EMPLOYER-**  
Special accommodations will be provided for people with disabilities