

**NYC EMERGENCY MANAGEMENT
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**
Title Code No.: **06766**
Salary: **\$57,500-\$69,500**
Office Title: **Health and Medical Specialist**
Division/Work Unit: **Planning & Resilience/Interagency Coordination/Health and Medical**
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 Health and Medical unit works with New York City agencies and public health agencies, associations, hospitals, and emergency medical services on critical surge, response and recovery issues, to prepare for and respond to incidents with significant public health impacts.

JOB DESCRIPTION

Reporting to the Director of Health & Medical within the Planning and Resilience Bureau, the Health and Medical Specialist will collaborate with relevant agency partners to develop citywide emergency response plans and programs for a wide range of natural and non-natural hazards. The specialist will be involved in the periodic testing, review, and revision of these plans and will work with local, state, federal, and private sector partners for successful implementation. With latitude for independent initiative and judgment, the Health and Medical Specialist will work to accomplish the following:

- Operate as part of a team to develop the health and medical components of citywide response plans for a wide range of issues including natural and non-natural hazards. This includes representing NYCEM in all aspects of planning, preparedness, and response.
- Maintain and foster intra/inter-agency coordination and communication with relevant health and medical agency partners including local, state, federal, and private entities.
- Coordinate the planning process and project management for the development of new plans and/or plan revisions.
- Work with relevant health and medical agency partners for successful plan implementation.
- Support healthcare facilities in the execution of their emergency response plans when activated.
- Support special projects and other duties as assigned by the Director of the Health & Medical Unit

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

1. Knowledge of healthcare operations, roles, and responsibilities at the local, state, and federal level.
2. Knowledge of hazardous material, infectious disease, and pathology.
3. Knowledge of medical equipment and logistics.
4. Superior written and verbal communication skills.
5. Proficiency with standard office computer and web applications (Outlook, Word, Excel, Prezi).
6. Superior project management, with experience managing multiple projects with a demonstrated ability to work independently or collaboratively in a high-pressure environment on complex projects with compressed timelines.
7. Strong analytical skills and ability to synthesize information and provide decision-making support based on quantitative and qualitative analysis.
8. Ability to interface with the public, agency partners, and executive level personnel to present ideas, projects, plans, operational objectives, and summaries during emergent and non-emergent scenarios.

To APPLY

Current City Employees: Apply via Employee Self-Service (ESS). Go to Recruiting Activities → Careers and search **Job ID#495413**

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#495413**

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: 10/21/21	POST UNTIL: FILLED	JVN: 017/22/717
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-AN EQUAL OPPORTUNITY EMPLOYER-
Special accommodations will be provided for people with disabilities