

# NYC SUMMER INTERNSHIP PROGRAM 2010

## NYC OFFICE OF EMERGENCY MANAGEMENT

Records Unit  
165 Cadman Plaza East  
Brooklyn, NY 11201

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### AGENCY DESCRIPTION

Established in 1996, the New York City Office of Emergency Management (OEM) plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information.

To accomplish this mission, OEM maintains a disciplined unit of emergency management personnel, including responders, planners, watch commanders, and administrative and support staff, to identify and respond to various hazards.

OEM develops contingency plans that guide New York City's response to natural and man-made emergencies, from extreme weather to labor disputes. Each plan focuses on three components of a disaster: preparedness, initial response, and recovery. The purpose of these plans is to keep New York City safe and, following a disaster, to return residents to their daily routines as quickly as possible.

When a plan is activated, OEM coordinates the skills of City, state, federal, and non-governmental agencies, to ensure the plan is effectively carried out. Large-scale citywide emergencies, like a transit strike or a coastal storm, can require the collaboration of dozens of agencies and thousands of emergency responders. Smaller incidents, such as localized power outages or water main breaks, may only require a handful of agencies to complete restoration.

OEM reviews, tests, and revises these plans as intelligence and resources change. The agency enlists subject matter experts from all City agencies, including the Police and Fire Departments, and other non-city groups to advise on aspects of each plan.

The following links highlight the City's guidelines to handle a few possible emergencies:

- 2009 Hazard Mitigation Plan
- Coastal Storm Plan
- Geographic Information Systems (GIS)
- A New York City Population Analysis
- Utilities Disruptions Guide
- Emergency Flash Flood Plan

### UNIT DESCRIPTION

All units and personnel are required to work with the Records Unit to create and maintain a filing system; city agencies must maintain, retain and preserve all records, both paper and electronic. OEM works with DORIS (Department of Records and Information Services) to comply with City regulations governing record keeping.

### POSITION TITLE

Records Management Intern

### INTERNSHIP RESPONSIBILITIES

The NYC Office of Emergency Management (OEM) is interested in retaining an intern to help in the expansion of the records management program for the agency. The intern will be responsible for cataloging incoming materials, re-housing archival documents, assisting in arranging, labeling, and categorizing records and generating Finding Aids. In particular, the student will gain an overview of records management at a vital city agency.

Among the various projects available, the student may have the opportunity to analyze the current database structure and suggest modifications, review retention schedules, and assist in the development of a long-range strategic plan to address the maintenance and preservation of electronic records (including email). In addition, the student will assist in the daily activities of our records management program.

- Cataloging and indexing of material for addition to reference library.
- Additional projects may include, but are not limited to, reviewing and recommending new electronic resources, creating online research guides and designing the library homepage.

### **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

- Undergraduate degree (current MLS candidates preferred).
- Solid understanding of the Internet and web-based applications.
- Excellent written and verbal communication skills.

### **APPLICATION PROCESS**

Please email resume and cover letter\* (in MS Word format) to:  
jobs@oem.nyc.gov

or

Mail to:  
HR Coordinator  
NYC Office of Emergency Management  
165 Cadman Plaza East  
Brooklyn, NY 11201

### **SALARY RANGE**

Unpaid

### **ADDITIONAL INFORMATION / COMMENTS**