

HOUSING EMERGENCY PREPAREDNESS MANAGER (NYCHA)

General Statement of Duties and Responsibilities

This is a management class of positions. Incumbents perform related work.

Under managerial or executive direction, with wide latitude for independent judgement, initiative and decision making, manages the preparation for, and response to, all emergencies and hazards which could impact New York City Housing Authority (NYCHA) residents, infrastructure, services, and operations, including large-scale incidents such as natural disasters, extreme weather conditions, utility outages, terrorism, public health emergencies, and other disruptions. All personnel perform related work, and in the temporary absence of the supervisor, may perform their supervisor's duties.

Examples of Typical Tasks

Manages NYCHA's emergency operations, providing leadership, direction, and support for the planning, interpretation, and application of strategic emergency operating procedures.

Manages emergency management staff preparing for emergency situations; develops confidential response policies and plans; determines implications and consequences of plans and procedures, anticipates next steps, diagnoses problems, potential obstacles, and areas in need of improvement, makes appropriate adjustments. Ensure emergency management plans comply with state and federal regulations.

Activates and manages the Emergency Operations Center (EOC) during critical incidents, ensures coordinated response efforts. Oversees NYCHA's emergency communications center and dispatch operations.

Coordinates the recruitment, training, supervision, evaluation, and assignment of emergency management personnel. Collaborates with department leads to determine appropriate staff training and exercises for professional development.

Promotes disaster preparedness awareness outreach programs and initiatives for NYCHA residents.

HOUSING EMERGENCY PREPAREDNESS MANAGER (NYCHA) (continued)

Examples of Typical Tasks (continued)

Enhances agency awareness of preparedness efforts, including Continuity of Operations (COOP) and resiliency planning.

Represents emergency preparedness units at meetings, conferences, and public forums focused on emergency preparedness.

Work with local officials and planners to maintain, update, and develop local hazard plans in compliance with state and federal regulations. Ensures communication protocols with stakeholders are followed during emergencies.

Engage with city, state, and federal agencies and external stakeholders to integrate the NYCHA community of employees and residents into broader citywide emergency planning efforts.

Provides operational and administrative support to executive staff.

Leads and manages special projects.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and eight years of satisfactory full-time professional experience in one or a combination of the following: emergency management, fire or police services, public safety, public health, public administration, urban planning, engineering, building operations and maintenance, or another specialized area to which the appointment is to be made. 18 months of this experience must have been in an executive, managerial, administrative, or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree and four years of satisfactory full-time professional experience in one or a combination of the areas listed in "1" above, including the 18 months of executive, managerial, administrative, or supervisory experience, as described in "1" above; or

EMERGENCY PREPAREDNESS MANAGER (NYCHA) (continued)

Qualification Requirements (continued)

3. A master' s degree from an accredited college in emergency management, public administration, urban planning, engineering, economics, political science, the physical sciences, or a related field, and three years of satisfactory full-time professional experience in one or a combination of the areas described in "1" above, including the 18 months of executive, managerial, administrative, or supervisory experience, as described in "1" above; or
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must have a four-year high school diploma or its educational equivalent and the 18 months of executive, managerial, administrative, or supervisory experience, as described in "1" above.

Probationary Period

Appointments to this position are subject to a minimum probationary period of one year.

Licensing Requirements

This position will require possession of a Motor Vehicle Driver License valid in the State of New York at the time of appointment. This license must be maintained for the duration of employment.

Training Requirements

Candidates must have completed the following specialized training in emergency preparedness and incident command before appointment: ICS/CIMS 100, 200, 700, and 800.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.