

HOUSING EMERGENCY PREPAREDNESS SPECIALIST (NYCHA)

General Statement of Duties and Responsibilities

This class of positions encompasses professional work of varying degrees of difficulty and responsibility in 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. There are two assignment levels within this class of positions. All personnel perform related work, and in the temporary absence of the supervisor, may perform their supervisor's duties.

Assignment Level I

Under supervision, with limited latitude for independent initiative and judgement performs professional work of ordinary difficulty and responsibility and assists in the preparation and implementation of inter-agency emergency management response plans for a specialized area.

Examples of Typical Tasks

Assists in coordinating adoption of final emergency management plans.

Assists in emergency management functions such as resident preparedness, public information, and programs administration.

Assists with creating and maintaining templates, protocols, procedures, plans, guidelines, and/or reports for NYCHA's emergency preparedness, response, and management in the area of specialization.

Assists with maintenance of the Continuity of Operations (COOP) plan.

Utilizes GIS technology to analyze hazards and perform risk assessments.

EMERGENCY PREPAREDNESS SPECIALIST (NYCHA) (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Drafts project-related documents including schedules, project plans, presentations, meeting agenda, minutes, status reports, administrative duties, monitor and track emergency messages and notifications, etc.

Assists with inter-department and interagency planning for large-scaled incidents and events and the documentation and evaluation of the handling of major emergencies.

Assists in volunteer recruitment and coordinating volunteer activities.

Assists in the development and renewal of grant applications, contracts and budgetary processes.

Assignment Level II

Under direction, with latitude for independent initiative and judgement, in addition to performing the duties of Assignment Level I at a higher level, performs difficult and responsible supervisory professional work in the preparation and implementation of inter-agency emergency management response plans in a specialized area.

Examples of Typical Tasks

Oversees the preparation of agency-wide emergency policies and plans or the area of specialization.

Fulfills duties and assignments in support of a NYCHA Emergency Operations Center (EOC) activation.

Oversees the day-to-day operations of the emergency communications center; and coordinates interagency emergency response activities.

EMERGENCY PREPAREDNESS SPECIALIST (NYCHA) (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Supervises staff performance on emergency preparedness and activation on emergency operations work in the area of specialization.

Works with the EMSD Training and Exercise Coordinator to create and maintain tests trainings and exercises plan, to ensure all required NYCHA personnel are trained on the CEMP (to include its annexes) and exercised regularly.

Serves as an agency representative for various citywide emergency management meetings and events.

Qualification Requirements

1. 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 one or a combination of the following: emergency management, fire, 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 fulltime professional experience in the areas listed in "1" above; or
3. 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 the areas listed "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.

EMERGENCY PREPAREDNESS SPECIALIST (NYCHA) (continued)

Qualification Requirements (continued)

Probationary Period

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

License Requirements

This position requires 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.