

EMERGENCY PREPAREDNESS MANAGER (NYCEM)

General Statement of Duties and Responsibilities

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

Under executive direction, with wide latitude for independent judgement, initiative and decision making, manages staff performing work in the preparation and implementation of New York City's interagency emergency management response plans, in such areas as terrorism, natural disasters, health emergencies, extreme weather conditions, utility outages, and other incidents of disruption.

Examples of Typical Tasks

Manages staff for the preparation of citywide emergency situations by diagnosing various problems and developing highly confidential response policies and plans.

Participates in the management of the emergency operations center during citywide emergencies; supervises additional staff during activation.

Determines implications and consequences of procedures, anticipates next step and potential obstacles, and makes appropriate adjustments.

Uses information technology systems and a variety of tools and methods to organize and integrate information from multiple sources.

Keeps current on issues, practices, and procedures in emergency management. Sets program standards.

Represents the agency to other agencies, the public, the media, and professional groups.

Coordinates operational activities in the field during very large or sensitive multi-agency/multi-jurisdiction incidents.

EMERGENCY PREPAREDNESS MANAGER (NYCEM) (continued)

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 three 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, 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 from an accredited college 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.
3. A four-year high school diploma or its educational equivalent and eight years 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.
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.

EMERGENCY PREPAREDNESS MANAGER (NYCEM) (continued)

NOTE:

Probationary Period

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

Lines of Promotion

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