

**NYC EMERGENCY MANAGEMENT
GRANT FUNDED THROUGH 8/31/2020 WITH THE POSSIBILITY OF AN EXTENSION**

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**
Title Code No.: **06766**
Salary: **\$70,921-\$73,006**
Office Title: **TRANSPORTATION & INFRASTRUCTURE PROGRAM MANAGER**
DIVISION/WORK UNIT: **PLANNING & PREPAREDNESS/TRANSPORTATION AND INFRASTRUCTURE**
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 Transportation and Infrastructure Unit develops planning guidance for coordinating transportation, infrastructure, and utility agency support to all kinds of citywide incidents, creates information management tools to provide situational awareness of agency operations in an EOC setting and provides subject-matter expertise on the region's transportation, infrastructure, and utility systems.

JOB DESCRIPTION

The New York City Emergency Management Department is seeking an exceptional candidate to support development of transportation and infrastructure emergency plans and oversee development and preparedness of the Transportation, Utilities, and Infrastructure Emergency Support Functions (ESF) which coordinate interagency response to incidents from the City's Emergency Operations Center (EOC).

Reporting to the Director of Transportation & Infrastructure the Program Manager will have broad responsibility for developing annual curriculum and subject-specific training materials for agency staff assigned to the TUI-ESF. The Program Manager is responsible for ensuring that the TUI-ESF members of each of the agency's three on-call teams are familiar with the content of citywide plans, the geography and workings of the City's infrastructure and utility systems, and the roles of partner agencies including ConEdison, DEP, DOB, DOT, DPR, DSNY, EDC, MTA, NYPD, PANYNJ, and others.

The Program Manager will be responsible for developing and revising plan guidance based on lessons learned from EOC activations, new directives from leadership, and implementation of new technologies and procedures. This will include development of digital tools and functional guidance to improve information-sharing, data tracking, situation assessment, and task management in the EOC. This position places a premium on the use of charts, maps, dashboards, and other ways to portray complex information graphically and succinctly.

The Program Manager will coordinate closely with the agency's Operations, Training, and EOC Management divisions and will develop plan products that integrate tactical, field-level incident management procedures with higher-level, citywide coordination needs.

The Program Manager may also be tasked with leading long-term planning projects and supporting projects being led by other members of the Transportation & Infrastructure 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

- Experience with transportation, infrastructure, or utility planning or system operations.
- Experience working with a large transportation, infrastructure or utility entity, or similar environment.
- Demonstrated ability to interface with agency partners and manage projects, including setting project timelines, monitoring output, and producing final deliverables.
- Demonstrated experience with quantitative analysis and data manipulation, especially visual and graphical displays of information, along with relevant software such as Excel and Tableau.
- In-depth familiarity with the geography and government of New York City and New York State
- Superior written and oral communications skills.
- Experience writing detailed emergency plans.
- Experience managing multiple projects in a high pressure work environment.
- Demonstrated ability to deliver complex projects within specified deadlines.
- Possession of a valid driver's license and the willingness to drive is required.

To APPLY

Current City Employees: Apply via Employee Self-Service (ESS). Go to Recruiting Activities→Careers and search **Job ID# 381393**

Non-City Employees/External Candidates: Apply via NYC Careers. Go to www.nyc.gov/careers/search and search **Job ID# 381393**

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

POSTING DATE: 2/8/2019	POST UNTIL: Filled	JVN: 017/19/515
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-AN EQUAL OPPORTUNITY EMPLOYER-
Special accommodations will be provided for persons with disabilities