

**NYC EMERGENCY MANAGEMENT  
GRANT FUNDED THROUGH 8/31/2021 WITH THE POSSIBILITY OF AN EXTENSION  
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**  
Title Code No.: **06766**  
Salary: **\$64,663 - \$66,748**  
Office Title: **PROCUREMENT ANALYST**  
Division/Work Unit: **ADMINISTRATION/FINANCE**  
Work Location: **165 CADMAN PLAZA EAST BROOKLYN, NY 11201**  
Hours/Shift: **9 – 5/M – F**  
Number of Positions: **1**

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**ABOUT NEW YORK CITY EMERGENCY MANAGEMENT**

New York City Emergency Management (NYC EM) helps New Yorkers before, during, and after emergencies through preparedness, education, and response. NYC EM 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 Procurement unit equips the agency with the appropriate good and services in support of operations and long-term goals.

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**JOB DESCRIPTION**

The Procurement Unit solicits and awards contracts for goods and services (professional and standardized) and manages contracts held by agency program units.

Under the supervision of the Agency Chief Contracting Officer (ACCO), and the Deputy Director of Procurement, the responsibilities of the Procurement Analyst include, but are not limited to:

- Processing all procurement and contract actions for assigned program units, including project development, writing and releasing solicitations, reviewing proposals, processing documents such as pre-solicitations reports, public hearing submissions, City Record ads, recommendations for award, vendor responsibility determinations and registering of contracts with Comptroller
- Processing contract amendments, renewals and extensions; handling contractor performance evaluations
- Ensuring citywide procurement policies are followed in contract processing, including Minority/Women-owned Business Enterprise (M/WBE) compliance
- Maintaining procurement and contract management tracking tools
- Performing all contracting functions in the Automated Procurement Tracking (APT) system; the Financial Management System (FMS); and internal agency purchasing systems
- Communicating with vendors to request required documents, and review submitted documents for completion and compliance with procurement rules and regulations.
- Providing technical assistance to contractors to facilitate appropriate oversight approvals and clearances.
- Ensuing timely registration of contracts; accurately and efficiently manage procurements from time of assignment until registration stage.
- Identify challenges and solutions on contract matters; correspond with program units and ACCO

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.

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**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.*

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**PREFERRED SKILLS**

- Experience in the procurement of goods and services (professional and standardized preferred)
- Knowledge of the Procurement Policy Board (PPB) Rules and the NYC Charter as it relates to the oversight approval process
- Awareness of the City's Minority/Women-owned Business Enterprise (M/WBE) Program
- Ability to write business letters and correspondence. Advanced Microsoft Excel and Word skills
- Excellent writing, interpersonal, customer service and presentation skills
- Strong project management and organizational skills  
Working experience with APT, FMS, and Passport systems
- Ability to adapt to a fast-paced work environment and changing needs and priorities

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**To APPLY**

**Current City Employees:** Apply via Employee Self-Service (ESS). Go to Recruiting Activities→Careers and search **Job ID# 400407**

**Non-City Employees/External Candidates:** Apply via NYC Careers. Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search **Job ID#400407**

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

<b>POSTING DATE:</b>	<b>POST UNTIL: FILLED</b>	<b>JVN: 017/20/564</b>
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**-AN EQUAL OPPORTUNITY EMPLOYER-  
Special accommodations will be provided for people with disabilities**