

**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: **\$58,000**
Office Title: **NOTIFY NYC/PUBLIC WARNING SPECIALIST**
Division/Work Unit: **OPERATIONS/NOTIFY NYC**
Work Location: **165 CADMAN PLAZA EAST BROOKLYN, NY 11201**
Hours/Shift: **VARIES**
Number of Positions: **2**

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 Watch Command unit monitors citywide radio frequencies; local, national, and international media; and weather forecasts 24 hours per day, seven days per week. They function as the central notification point for NYC, transmitting notifications to agencies and Notify NYC messages. Watch Command also dispatches Citywide Interagency Coordinators, deploys the Interagency Communications Vehicle and in support of incident command, dispatches assets, subject matter experts and request additional agency support when necessary.

JOB DESCRIPTION

Reporting to the Program Manager of Emergency Public Notification, the candidate will prepare and disseminate notifications, alerts, and messages for Notify NYC, the City of New York's official source for information about emergency events and important City services; Provide ongoing system monitoring; Ensure that public safety communications are properly processed; Ensure that data is correctly formatted; Perform quality assurance assessments of data; Perform testing and maintenance of notification systems; Prepare operational reports and analysis; Monitor multiple sources of information related to data telecommunications; Communicate with various agencies and organizations in order to confirm the scope and impact of data relating to incidents; Support the collection and analysis of data utilizing multiple sources of information, including GIS, in order to develop reporting systems; Participate in telecommunications testing; and coordinate special projects as assigned; assist with Ready New York presentations to external groups.

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

- Bilingual writer/speaker
- Strong written and verbal communication skills
- Excellent analytical and organizational skills
- Proficiency with Microsoft Outlook, Word, Excel, Access, and Power Point
- Report writing skills
- Ability to serve as an effective member of a project team.

To APPLY

Current City Employees: Apply via Employee Self-Service (ESS). Go to Recruiting Activities→Careers and search **Job ID# 400415**

Non-City Employees/External Candidates: Apply via NYC Careers. Go to www.nyc.gov/careers/search and search **Job ID# 400415**

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

POSTING DATE:	POST UNTIL: FILLED	JVN: 017/20/565
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-AN EQUAL OPPORTUNITY EMPLOYER-
Special accommodations will be provided for people with disabilities