



New York City Emergency Management (NYCEM) is responsible for coordinating citywide emergency planning and response for all types and scales of emergencies. It is staffed by more than 200 dedicated professionals with diverse backgrounds and areas of expertise, including individuals assigned from other City agencies.

Our Mission: NYC Emergency Management helps New Yorkers before, during, and after emergencies through preparedness, education, and response.

Our Jobs: NYC Emergency Management has a variety of vacancies within multiple bureaus across the agency – the jobs summaries below are grouped by bureau. For the full job description, go to nyc.gov/jobs and search by the Job IDs listed below, or scan the QR code to be taken the NYCEM Careers site to learn more.



Come work with us! Reach out to us at job@oem.nyc.gov.

BUREAU: Community Engagement

The Community Engagement Bureau helps communities become more resilient by providing guidance for community emergency planning for the most common hazards in New York City and connecting established community organizations and brings together leaders from volunteer programs, community and nonprofit organizations, and government, to promote preparedness at the local level.

Immigrant Engagement Specialist, \$57,500 - \$65,000 – Job ID# 579049

Ready New York, NYC Emergency Management’s public education program, is seeking a community engagement specialist to lead the strategic planning and outreach efforts focused on engaging NYC’s immigrant communities and people with limited English proficiency, especially in neighborhoods affected by Post-Tropical Storm Ida. This position requires someone who has a working knowledge of New York City and its immigrant community, and has shown commitment to developing community resilience.

BUREAU: Chief Operating Officer/Information Technology

The Management Information systems Unit provides all technology support for NYC Emergency Management staff, including hardware, software, and licensing. The unit also maintains the technology and computer systems of the entire agency and all of its resources.

Desktop Support Technician, \$57,000-\$76,000 – Job ID# 575581

The Desktop Support Technician will assist staff with technical support of desktop computers and mobile devices, applications, and related technology. Support includes specification, installation, and testing of computer systems and peripherals within established standards and guidelines. Activities require use of application software and operating systems to diagnose and resolve unique problems. The position utilizes one-on-one, on-site consultancy to end-users and requires independent analyses, communication, and problem-solving.

BUREAU: Finance/Procurement

The Procurement Unit (Office of the Agency Chief Contracting Officer) is responsible for providing management, oversight, review, and support of all procurement functions at NYCEM. NYCEM procurements are governed by the City Charter and the City Procurement Policy Board (PPB) Rules.

Recovery and Resiliency Contracts Program Manager, \$65,000-\$74,000 – Job ID# 578621

The Recovery and Resiliency Contracts Program Manager will support and oversee the coordination of contracts that relate to mitigation and recovery projects funded through different federal grants, and will support contract oversight and coordination for resiliency projects, procurements, and financial tracking. The role will work directly with the Risk Reduction and Recovery Division, and will support over \$10M in CDBG-DR funding awarded to NYCEM for post-Ida work to support the development of initiatives that support the City's recovery and preparedness for future events. In addition, the role will work closely with the Mitigation Technical Assistance Team in the Risk Reduction and Recovery Division, on maximizing mitigation funds designated for the City.

Procurement Specialist, \$57,500-\$65,000 – Job ID# 578593

The Procurement Specialist will be responsible for 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

BUREAU: External Affairs

The unit of Government Relations serves as the interface for NYCEM with elected officials and community boards. This unit, which is within the External Affairs Division, handles a high volume of constituent and policy-related inquiries from elected officials and other stakeholders. The unit is responsible for directing NYCEM's role in the City, State, and Federal legislative process and for managing the preparation of the Commissioner and other senior leaders' participation in oversight and budgetary hearings.

Communications Specialist, \$57,500-\$65,000 – Job ID# 571117

The Communications Unit works in conjunction with other units to prepare and disseminate the agency's preparedness message, as well as promotes initiatives of all agency bureaus, focusing on both strategic efforts and crisis response. The Communications Specialist will work to support agency communication channels and will be involved with assisting the strategy, development, and production of a variety of communications projects; measure the success of various communications projects, as well as explore tools and trends to enhance such efforts; serve as liaison in cross-agency planning activities to ensure public information interests are accurately reflected in citywide emergency plans; and be cross-trained with the Public Warning team (within the agency's Response bureau) to serve as a member of the Public Warning Reserve Corps Program.

BUREAU: Readiness

The Readiness Bureau prepares the City for emergencies through a continuous cycle of planning, learning, and exercising, using a collaborative and forward-thinking approach.

Interagency Training Specialist, \$57,500-\$65,000 – Job ID# 552572

The Interagency Training Specialist will be responsible for the development and implementation of comprehensive training programs to support both intra-agency and inter-agency emergency management training. The overall goal of the NYCEM Learning and Development Unit is to create a highly skilled emergency management community by offering the best training possible, building true leaders who can prepare for and respond to any type of emergency situation and coordinate effectively with internal and external partners.

Incident Management Systems Program Manager, \$65,000-\$74,000 – Job ID# 576735

The Incident Management System (IMS) Program Manager is responsible for implementing technological tools and processes for use during emergencies. IMS technology includes new software to collect, process, and share real-time emergency information. The IMS Program Manager will serve as a project manager for tool development efforts, and will liaise with NYCEM staff, NYCEM vendors, partner agency/organization stakeholders, and application developers to implement and refine IMS products. The ideal candidate should have strong skills for project management, software implementation from a user perspective, and an interest in emergency management.

BUREAU: Chief Operating Officer/Human Capital Management

The Human Capital Management team coordinates all aspects personnel management including talent management, employee relations and retention, payroll and timekeeping, benefits, data tracking and analytics, HR compliance, change management, organizational and performance management.

Director, Human Capital, \$95,000-\$110,000 – Job ID# 570441

The Director, Human Capital is responsible for day-to-day management of the Human Capital Management Team functions and will act as a thought partner to the Chief Human Capital Officer. The Director should be well-versed in City systems including NYCAPS, PMS, and CHRMS; and must be fluent in benefits, leave including FMLA and military leave, and City's retirement and pension plans. Additional desirable experience includes: policy and procedure development; employee and career coaching; compliance monitoring; collective bargaining and civil service; performance evaluation and tasks and standards development, and leadership and management coaching.

Human Capital Specialist, \$57,500-\$64,500 – Job ID# 567319

The Human Capital Specialist is responsible for assisting in the daily functions of the HCM team across the areas of recruitment, benefits and timekeeping. The Human Capital Specialist will be the main point of contact for employee health benefits, be the subject matter expert and main point of contact for DOI processing, manage personnel onboarding and personnel paperwork, assist in the agency's recruiting efforts, conduct processing appointments and orientations for new hires, and be responsible for general personnel administration, maintenance, and follow up including reporting, filing and scanning.

BUREAU: Strategic Operations

The Office of Strategic Operations works on large-scale, high-priority projects and is composed of three Units: Strategy, Evaluation, and Analytics Unit; Innovation and Strategic Projects Unit; and Continuity of Operations (COOP) Unit.

Executive Director, Strategic Operations, \$110,000-\$130,000 – Job ID# 562542

The Office of Strategic Operations is responsible for executing the agency's strategic vision to continuously improve internal and interagency emergency management operations. The Deputy Chief Strategy Officer will be responsible for supporting NYCEM's interagency strategic portfolio and manage two staff, the Director of Innovation and Strategic Projects and the Director of Continuity of Operations. The ideal candidate will have extensive project and team management experience, demonstrated experience leading large-scale projects / processes with multiple stakeholders, familiarity with emergency management, and the ability to work in a fast-paced environment.

Data Analytics Program Manager, \$65,000 - \$74,000 – Job ID# 576733

The Strategy, Evaluation, and Analytics Unit is responsible for analyzing and evaluating NYCEM's operations, developing doctrine and policy, and conducting strategic planning to improve the City's emergency management capability. The Data Analytics Program Manager is responsible for leading data collection and automation to evaluate operations, establish situational awareness during emergencies, identify trends and potential areas for improvement, and encourage data-driven decision-making.

BUREAU: Planning and Resilience

The Planning and Resilience Bureau is responsible for all phases of the disaster cycle including planning, interagency coordination, risk analysis, mitigation, and recovery, as well as units with subject matter and technical expertise in the fields of health and medical, human services, and transportation and infrastructure.

Mass Care Program Manager, \$65,000-\$74,000 – Job ID# 575678

The Mass Care Program Manager writes, amends and operationalizes detailed emergency response plans and supporting materials that describe complex operations to address the human service needs of disaster survivors. The Program Manager acts as the NYCEM liaison and chair on nonprofit and government planning committees that are convened to address mass care needs. The Program Manager oversees the Food Access Plan, which provides guidance for agencies and their community partners in the case of disruption to food access due to disaster, and other emergency response plans and supporting materials in support of emergency feeding and all-hazards sheltering and emergency site selection. The Program Manager also works with liaisons from city agencies and community partners on sheltering plans and operations necessary due to disaster.

Housing Recovery Program Manager, \$65,000-\$74,000 – Job ID# 579123

The Housing Recovery Program Manager will lead a collaborative effort to identify and evaluate residential response and recovery programs following a various disasters, resulting in a housing recovery playbook; support coordinated housing recovery operations related to recent events; assist with development and implementation of Tabletop Exercises (TTEX) to evaluate and test housing recovery plans; establish a long-term recovery framework and subsequent buildout of recovery capabilities; develop collaborative tools to support all hazards housing recovery coordination; navigate complex policies and interagency structures to identify gaps and navigate pathways to improve the City's housing recovery preparedness; identify risk and vulnerability metrics that could address areas with highest needs or gaps in housing recovery; and other duties as necessary within the portfolio.

Recovery Program Manager – Job ID# 562544

The Recovery Program Manager will lead a collaborative effort to establish a long-term recovery framework and subsequent buildout of recovery capabilities, which can be modified by the City for future disaster recovery efforts. The Program Manager will support coordinated recovery operations related to recent events including PTC Ida and COVID-19; assist with the development and implementation of Tabletop Exercises (TTEX) to evaluate and test recovery plans; work with recovery related agencies and NYCEM's Human Services and Community Engagement to develop tools to support all hazards recovery coordination; engage and foster relationships with community partners and agencies; engage with operational data owning agencies to identify processes and protocols that support larger recovery functions; identify risk and vulnerability metrics that could address areas with highest needs or gaps for recovery; and other duties as necessary within the portfolio.

Mitigation & Resiliency Specialist – Job ID# 555929

NYC Emergency Management seeks a candidate responsible for supporting and coordinating mitigation efforts to reduce risk of climate change and extreme weather hazards, and increase resiliency of NYC communities, infrastructure, and facilities. This position will report to the Director of Mitigation. This includes supporting coordination of scoping projects for the City's applications for hazard mitigation funds, such as Hazard Mitigation Grant Program (HMGP) and Building Resilient Infrastructure and Community (BRIC) grants; supporting implementation of the City's hazard mitigation grant awards and coordinating with implementing agencies on meeting federal grant and other requirements throughout the project lifecycle.

Assistant Commissioner, Risk, Reduction and Recovery – Job ID# 579960

Reporting to the Deputy Commissioner of Planning and Resilience, the Assistant Commissioner is responsible for all aspects of the Division, providing leadership, strategic vision, and working with staff and colleagues across the agency to increase New York City's resiliency. The selected candidate will advise the Deputy Commissioner and Senior Leadership on all programmatic and policy decisions related mitigation, recovery, and risk. The candidate will interact with senior management and operations staff at all levels of government, the private sector, public authorities, and non-profit organizations and maintain a familiarity of national and international standards in emergency management.

BUREAU: Response/Watch Command

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.

Public Warning Specialist – Job ID# 580937

Reporting to the Director of Public Warning, 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.

BUREAU: Office of the Chief Counsel

The Office of the Chief Counsel provides legal advice to NYCEM executives and staff regarding critical, strategic, legal and policy issues facing the agency which impact the public, engages in transactional work in support of the NYCEM mission and coordinates with the NYC Law Department, Office of the Counsel to City Hall and the Mayor, and other local, state and federal counsels regarding various legal issues ranging from emergency events to litigation, which impact the agency.

Deputy Chief Counsel – Job ID# 559785

The selected candidate will provide the Chief Counsel and Agency units and bureaus with support and legal advice with respect to agency initiatives, policies and programs. Reporting directly to the Chief Counsel, with wide latitude for independent judgment, areas of responsibilities may include: drafting and interpreting complex legislation, rules and regulations; public procurement; litigation-related matters and internal/external audits.

Please note: All NYCEM employees are expected to work non-traditional hours to meet the program needs including evenings and weekends. NYCEM employees are assigned to a rotating 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.