

The New York City Department of Health and Mental Hygiene, Bureau of Emergency Management (BEM) is looking for an emergency planner to support the development of agency wide emergency operations plans. BEM is a fast-growing bureau within the DOHMH which seeks pro-active, self-motivated, and committed individuals to carry out its mission to promote DOHMH's ability to prevent, prepare for, respond to, and recover from large-scale city events and emergency incidents.

Reporting to the Director of Planning, this individual will coordinate with bureaus throughout the department to oversee the development and maintenance of Incident-Specific response plans to such emergencies at Radiological, Chemical, Explosive or other types of emergencies that could impact New York City. The Incident-Specific Planner is the key staff person responsible for this planning process. This is a position of high responsibility and will require both innovative thinking and careful analysis. Primary duties include (but are not limited to) these:

- Provide coordination for plan development with the Planning Unit staff, subject matter experts, and designated Agency personnel representing ten functional areas of Agency emergency response. Work with liaison coordinator to ensure timely development of planning assignments, manage materials as needed and write significant portions of each plan.
- Work with Agency leadership to make each plan truly operational through the development of checklists, job action sheets, and other rapid action tools.
- Provide technical assistance to various DOHMH programs on development of incident-specific emergency operation plans and standard operating procedures (SOPs).
- Work with Agency leadership to resolve a wide variety of policy issues.
- Coordinate with Exercise/Training staff and program subject matter experts to develop a slate of trainings and exercises to educate staff on each incident-specific plan.

This individual will be expected to work non-business hours during emergencies and will be assigned to periodic on-call duty during non-emergency periods.

The ideal candidate for this position will possess:

- Several years of experience in emergency management including
- Plan development expertise.
- Excellent communication and writing skills.
- Experience presenting and facilitating large groups.
- Experience within an ICS planning section during an emergency activation.

Qualification Requirements:

1. A master's degree from an accredited college in a closely related field, and two years of satisfactory full-time professional experience including 18 months in an executive, managerial, administrative or supervisory capacity; or
2. A baccalaureate degree from an accredited college and four years of professional experience including the 18 months of executive, managerial, administrative or supervisory experience.

IF YOU WERE EDUCATED IN A FOREIGN SCHOOL, YOU MUST SUBMIT A FOREIGN DEGREE EVALUATION, FROM AN APPROVED ORGANIZATION, WITH YOUR RESUME.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED.

To apply for this position, visit www.healthsolutions.org. Search NYC Dept. of Health - Incident Specific Planner - 0013. We accept online applications only. NYC Dept. of Health is an EOE.