

# Sturgeon Regional Emergency Management Coordinator Competition #30-2021

**Position Type:** Permanent Full Time

**Rate of Pay:** \$74,418 - \$97,929 per annum.

**Hours of Work:** 8:30 am – 4:30 pm Monday - Friday

**Competition Close Date:** March 26, 2021 at 1pm MST

*The Regional Emergency Management Coordinator position will serve six communities (Sturgeon County, Morinville, Gibbons, Redwater, Bon Accord and Legal), all of which form the Sturgeon Regional Emergency Management Partnership. This role will prepare the region for a natural or human made disaster or emergency. The incumbent will perform duties as they relate to municipal emergency management, emergency social services, business continuity planning and the emergency coordination centers.*

## Job Duties

- Update, maintain, and coordinate the Regional Emergency Management Plan as it pertains to the Region and individual Towns.
- Coordinates activities of the Regional Emergency Management Agency.
- Keep the Regional Emergency Management Committee fully informed of Emergency Management activities and schedule required meetings.
- Maintain the Regional and Town Emergency Coordination Centre's (ECC) readiness for use in an emergency.
- Assist with set up and running of ECC's as required during emergencies.
- Ensure Emergency Management program(s) are maintained and advanced according to legislation, industry standards, and best practices.
- Prepare an annual budget submission for the program to the Regional Emergency Management Agency.
- Coordinates all training for municipal staff associated with the Regions Emergency Management Program, i.e.: Incident Command System Training, ECC, ECC position specific training.
- Ensures a viable Emergency Social Services (ESS) program is in place and maintained.
- Updates and maintains the SREMP Website, documents forms, etc.
- In conjunction with Fire Services identify and gather information on critical sites throughout the region.
- Risk Management Assessments, meet with each municipality annually and update accordingly.
- Provide business continuity planning and education to the municipalities.
- Schedules and coordinate exercises to test the Regional Emergency Management Plan and ensure a process of continuous improvement.
- Coordinate public information programs to keep all residents and businesses informed about emergency management activities.
- Liaise with Provincial Emergency Management Authorities and other Non-Government Agencies as related to the Regions Emergency Management Preparedness.
- Supports the efforts of, represents the Region and Towns, and attends meetings of the Capital Region Emergency Preparedness Partnership (C-REPP) and Northeast Region Community Awareness Emergency Response (NR-CAER).
- Represents the Region when required during activations of other Municipal and or Industrial ECC's, mock exercises, meetings, and conferences.
- Maintains existing and establishes new partnerships, memorandum of understanding and agreements in relation to the Regions Emergency Management.
- Recommend future emergency management direction(s) from analysis and trend.

- Perform any other Emergency Management duties as assigned.
- Adhere to responsibilities and accountabilities as outlined in the applicable individual Regional Health and Safety Management Systems.

### **Job Qualifications and Skills**

A University degree or college diploma in Emergency Preparedness/Management, Risk Management, Business or Public Administration, Planning, or related field with emphasis on emergency planning or risk management. 3-5 years of professional experience in emergency preparedness with a strong focus on interdepartmental program development and delivery.

- Excellent knowledge of the Incident Command System (ICS), ability to instruct ICS related courses would be considered an asset.
- Working knowledge of the structure, functions, objectives, and interrelationships of Federal, Provincial, and local governments as it pertains to Emergency Management.
- Ability to assess the technical and training requirements for an ECC, activation of ECC, plus experience in an ECC setting is preferred.
- Strong organizational, written, and verbal communication skills.
- Ability to work in a team environment or independently.
- Excellent computer skills specific to Microsoft office.
- Excellent team building, coaching, interpersonal and public relation skills.
- Ability to evaluate situations and exercise good judgement in making decisions and problem solving.
- A Class 5 Drivers License and acceptable Drivers Abstract.

### **Interested?**

**Please submit your application by email quoting the competition number in the subject line to: [hr@sturgeoncounty.ca](mailto:hr@sturgeoncounty.ca)**

Thank you to all applicants for their interest, however only those chosen for an interview will be contacted.

*Sturgeon County is an equal opportunity employer.*