

Director, Emergency Preparedness

Job Number: 9026

Seeking a leader to be the premier advocate in building a disaster resilient community for the City of Edmonton!

Reporting to the Fire Chief as part of Edmonton Fire Rescue Services, the Director for the Office of Emergency Preparedness ensures that adequate preparatory, response and recovery programs are in place to effectively manage a disaster event. This critical role manages the overall coordination, administration and planning of Edmonton's emergency/disaster preparedness program.

This role will be responsible for the following:

- Providing corporate leadership in developing and implementing Edmonton disaster planning strategies
- Advising the administration, the City's Emergency Management Agency and Emergency Management Committee (City Council) on matters related to emergency preparedness
- Leading a comprehensive emergency management training program for individual City staff and collective training exercises
- Providing information and expert opinion, on legislation, policies and procedures and new initiatives
- Coordination with other levels of government, National Defence, law enforcement, health agencies, other municipalities, non-government organizations, other stakeholders, etc. to enhance the state of emergency preparedness amongst Edmonton and partners
- Supporting efforts of the Capital Region Emergency Preparedness Partnership and the Alberta Municipal Emergency Management Partnership
- Ensuring comprehensive departmental and corporate emergency plans are developed and regularly updated
- Advising the administration and City Departments on business continuity planning
- Evaluate, monitor and report on the status of emergency preparedness to stakeholders

Read more about the potential impact you can make in this role leading the City of Edmonton's Office of Emergency Preparedness please visit:

http://www.edmonton.ca/for_residents/emergency_services/emergency-preparedness.aspx

Learn more about what it means to contribute to the growth at the City of Edmonton. To see where your skills, experience and talent could lead you, please visit: <http://www.cityofedmontonjobs.ca/>

Qualifications:

- Recognized University degree in Emergency Preparedness/Management, Business Administration, Planning or related field with emphasis on program planning, risk management and project management
- Supplementary education in Incident Command Systems, emergency, safety or risk management related courses, and/or participation in relevant national emergency preparedness programs or provincial disaster services programs is required
- Certification as a Certified Emergency Manager (CEM) or Certified Business Continuity Planner (CBCP) is an asset
- A minimum of 10 (ten) years of proven professional experience in emergency management, strategy and policy development, and training program development and delivery

- Excellent written and oral communication and presentation skills
- Excellent leadership and interpersonal skills
- Ability to build strong teams and encourage collaboration among a wide variety of stakeholders
- Candidates not meeting the full qualifications may be considered at the developmental level
- An original Police Information Check, including Vulnerable Sector Check issued within the past 6 months that is satisfactory to the employer will be required before starting in the position. The new hire will be required to obtain this check from Edmonton Police Service. Please note, this may take up to 3 weeks to process

Hours of Work: 36.9 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program

Salary Range: 91M, Salary Grade: ML4, \$103,393.00 - \$147,707.00 (Annually)

General:

- Applicants may be tested
- The City of Edmonton thanks all applicants for their interest in this employment opportunity; however, only those candidates considered for the position will be contacted
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals

The Province of Alberta is a signatory to the federal *Agreement on Internal Trade* and the *Trade, Investment and Labour Mobility Agreement* with British Columbia. The City of Edmonton will accept extra-provincial qualifications which are accepted by Alberta regulatory authorities and legislation in accord with those Agreements. For more information, kindly contact Government of Alberta, Advanced Education and Technology with respect to trade requirements, or the Alberta professional regulatory body responsible for certification.

Recruitment Consultant: EC/CB

Classification Title: Director, Office of Emergency Preparedness

Posting Date: Mar-23-12

Closing Date - 11:00pm on: Apr-01-12

Number of Openings (up to): 1 - Permanent Full-time

Union : Management

Department: Emergency Preparedness (Community Services)

Work Location(s):

10565-105 Street
Edmonton T5H 2W8

To learn more about this opportunity or to submit a resume please go to the City of Edmonton Job Search website: <https://edmonton.taleo.net/careersection/2/moresearch.ft?>