

# The City of Calgary Career Opportunity

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## Manager, Emergency Management Operations

### External Opportunity

Reference # 206014

Closing Date: 20-AUG-2015

### Basic Job Information

Posting Title: Manager, Emergency Management Operations

Business Unit/Section: Calgary Emergency Management Agency/Emergency Management Operations

Location: 673 1 Street N.E.

Union/Position: Exempt/Permanent #121010

Compensation: Exempt Level G

\$97,057 - 152,700 per annum

Hours of Work: This position works a standard 35 hour work week.

### Business Unit Information

The Calgary Emergency Management Agency (CEMA) is one of the leading emergency management and business continuity organizations within Canada. CEMA is dedicated to providing leadership, support and coordination for planning, response, and recovery during emergencies and disasters. CEMA works closely with over 46 agency members and partners to promote, build and enhance a resilient community.

### Responsibilities

This position is responsible for managing staff and overseeing the Emergency Management Operations portfolio for The City of Calgary. The incumbent will help to facilitate and coordinate Calgary Emergency Management Agency (CEMA) partners during times of emergency through the Emergency Operations Center (EOC). Responsibilities include:

- Develop the project plan, oversee project implementation, and manage a team of staff dedicated to meeting the project key result areas.
- Provide corporate level risk analysis and plan development, and department and business unit decision making on behalf of and in collaboration with members of the Administrative Leadership Team, business unit Directors, Senior Management Team, CEMA Chief, and other members of the CEMA management team.
- Give strategic oversight to the Emergency Social Services program, both locally and provincially.
- Establish and maintain effective relationships with 18 critical partners, such as the Calgary Airport Authority, Roads, Transit, Infrastructure and Information Services (IIS), and Oil & Gas stakeholders and ensure linkages to the others.
- Develop and oversee project objectives related to these business relationships.
- Ensure operational readiness of the Agency including the physical operations centre, technology and agency members.

### Qualifications

The successful applicant must possess a degree specializing in Disaster and Emergency Management, Management, Business Continuity, Business Planning or a similar field. A minimum of four years of experience with a municipal or corporate organization, budgeting and accounting, business activities and core business is required. Preference will be given to applicants with Emergency Operations Center experience. Targeted Selection certification, previous hiring experience and supervisory experience in a union environment will be considered assets.

Success in this position requires excellent communication, analytical, problem-solving and decision-making skills. Strong leadership skills with the ability to recruit, coach, mentor and effectively lead a team of professionals is essential. The successful applicant will possess the ability to develop credibility with internal and external stakeholders at the elected, corporate and individual level. Previous experience as a strong strategic thinker on a wide range of complex issues is required. Additionally, skills in project management with a strong service orientation and collaborative approach to problem solving are required.

### Notes

- Successful applicants must provide proof of qualifications.
- Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications.