

Cultivate Your Career



EMERGENCY MANAGEMENT COORDINATOR PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Emergency Services
Location	100 Giroux Road, St. Albert
Salary	\$85,540 – 105,280 per annum
Closing Date	March 15, 2020
Competition #	

OPPORTUNITY

The City of St. Albert, home to more than 66,000 residents, is a beautiful growing community adjacent to northwest Edmonton. In recent years, St. Albert has ranked at the top of several national surveys recognizing us as a great place to raise a family, with an excellent quality of life and a strong sense of community. With over 100 years of service to its credit, St. Albert Fire Services plays an integral role in shaping and serving our community by providing fire suppression, technical rescue and emergency medical services, hazardous materials mitigation, fire inspection, fire investigation, public education, fire dispatch and emergency management to the City of St. Albert.

The City of St. Albert Emergency Services Department is currently seeking a qualified and knowledgeable individual to fill the permanent role of Emergency Management Coordinator. Reporting to the Deputy Chief, Administration & Planning, this position is responsible for preparedness planning for the City of St. Albert in the situation of a natural or human made disaster or emergency. The Emergency Management Coordinator will conduct planning relating to municipal emergency management, emergency social services, business continuity planning, as well as the framework for an emergency operations centre. The successful candidate in this role will have a thorough understanding of emergency management best practices, supported by a comprehensive understanding of related Federal and Provincial legislation.

In addition to expertise in emergency preparedness and management, well developed communication, relationship building and project management skills will ensure success in this position. The role is well suited to someone who has strong prioritizing, time management and organizational skills.

COMPENSATION

The position offers a Salary Range of \$85,540 to \$105,280 per annum.

In addition, the City of St. Albert offers a comprehensive benefit package including a defined benefit pension plan.

QUALIFICATIONS

Candidates seeking the Emergency Management Coordinator position must have the following qualifications:

- A University degree in Emergency Preparedness/Management, Risk Management, Business or Public Administration, Planning or related field with emphasis on emergency planning or risk management (master's degree preferred).
- Five years professional experience in emergency preparedness with a strong focus on interdepartmental program development and delivery.
- Certification as either an Associate or Certified Emergency Manager certification from IAEM and/or an Associate or Certified Business Continuity Planner from DRI Canada is preferred.
- Membership in either the IAEM or DRI is required.
- Knowledge of emergency management.
- Ability to read, understand and interpret relevant legislation, standards and bylaws.
- Practical experience and the ability to function within an emergency operations centre.
- Proven ability to plan and administer exercises and training including excellent knowledge of the incident command system.
- Computer expertise including proficiency with Microsoft suite and experience including use of databases.
- Valid Alberta Class Five (5) driver's licence.

The successful applicant will be required to obtain a satisfactory police information check.

Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert employment website www.stalbert.ca/employment

CLOSING DATE

March 15, 2020

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.