



**Progressive. Collaborative. Accountable.
Draw on your passion. Shape our community.**

Progressive and collaborative, with a clear, long-term vision. We value employees' contributions and inspire excellence. We are driven by a desire to help shape and serve the growing community in which we live and work.

Emergency and Contingency Planning Specialist (2) #17592

Community and Health Services Department

Strategies and Partnerships Branch

Location: Newmarket, Ontario. This is a Non-Union position.

2 Temporary Full-Time Positions – one approx. 14 months and one approx. 8 months

Salary \$82,781 - \$93,803 annually

Reporting to the Manager, Human Services Strategy and Partnerships, is responsible for managing the Emergency Social Services Plan, Community and Health Services Department Operational Contingency Plans and other special projects; developing and leading staff preparedness and related activities for the provision of emergency social services as well as essential Departmental services and programs in the event of a regional emergency; developing and maintaining all related plans and publications; coordinating training and communications; and liaising with Department staff, Regional partners, community agencies and other municipal partners.

Qualifications

- Successful completion of a University degree in Social Science, Business Administration, or a related discipline, or approved equivalent combination of education and experience.
- Minimum three (3) years experience in emergency planning or operational contingency planning or project management or policy and program development.
- Experience and/or training in emergency planning, response and exercises, and business continuity planning.
- Valid Ontario Class "G" driver's license and a reliable vehicle for use on corporate business.
- Demonstrated knowledge of emergency management program development, applicable legislation and industry standards, disaster exercise initiatives and current emergency management practices.
- Knowledge of regional and local government roles and responsibilities, including emergency social services responsibilities in the event of an emergency.
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self management and accountability, and flexibility/adaptability.
- Strong writing, program planning, evaluation and project management skills.
- Computer literacy utilizing MS Office software applications and proficient in word processing, spreadsheet, data base and presentation software.
- Demonstrated skill and ability to comprehend and utilize demographic information and prepare written reports.
- Aptitude for coordinating and leading emergency and/or operational contingency on short notice.
- Ability to work outside regular business hours, as required.

Please apply on-line at www.york.ca by **June 19, 2015, quoting competition #17592**. We thank all candidates for their interest, however, only those selected for an interview will be contacted. For additional information on York Region, please visit the above-mentioned website.