

Coordinator, Emergency Management

Emergency Services

Recognizing the importance of emergency management, not only as it applies to disasters, but to business continuity, Strathcona County has created a new position, Coordinator, Emergency Management. This position will provide leadership and guidance to Strathcona County departments, senior management, the community and stakeholders regarding various aspects of emergency management.

Responsibilities

- design, update and maintain all Strathcona County emergency management and business continuity plans, both corporate and departmental
- update and maintain operational protocols and procedures for the Emergency Operations Center (EOC) and associated documents, policies and activities
- design periodic Emergency Management and EOC exercises for the organization, provide guidance and coaching and analyze exercises for gaps and potential problems
- develop and maintain a comprehensive Resilience Plan for all County departments including emergency management and business continuity plans, incorporating an all-hazards
- monitor trends to provide Strathcona County with best practices in all phases of Emergency Management
- develop and manage the Emergency Management budget, including both operating and capital expenditures
- using the Incident Command System, provide command and leadership in the event of a disaster or emergency
- liaise with all levels of government, NGOs and partner organizations and agencies in Strathcona County

Qualifications

- a Certified Emergency Manager (CEM) designation or equivalent.; a degree in a related area is preferred
- a minimum five years of experience in an emergency management or emergency services leadership role
- the ability to develop and maintain strong working relationships with managers and senior leadership
- excellent communication, public speaking and facilitation skills
- excellent organizational skills and the ability to plan, build and finalize corporate documents within deadlines
- good working knowledge of GroupWise office systems, Microsoft Word, Excel, PowerPoint and emergency management software and tools
- knowledge and ability in the area of emergency exercise design, simulations and competency measurement
- strong working knowledge of the Incident Command System with the ability to take command and show leadership in the event of a disaster or emergency
- knowledge of Emergency Services as well as Strathcona County's municipal organizational structure, departments and services is an asset

The annual salary for this permanent position is \$84,557 to \$105,687. We also offer professional development, generous employee benefits and 35-hour work week as part of our commitment to a motivating, healthy, and productive work place.

Competition #9-2011 closes February 4, 2011.

Send resume to:
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Strathcona
County

www.strathcona.ab.ca

Thank you for your interest in Strathcona County. We contact only candidates selected for interviews.