

# Cultivate Your Career

## MANAGER, EMERGENCY MANAGEMENT PERMANENT FULL TIME POSITION

<b>Organization</b>	City of St. Albert
<b>Website</b>	<a href="http://www.stalbert.ca">www.stalbert.ca</a>
<b>Department</b>	Emergency Services
<b>Location</b>	20 Gate Avenue, St. Albert
<b>Compensation</b>	\$104,023 - \$125,440 per annum
<b>Closing Date</b>	September 18, 2022
<b>Competition #</b>	22/119

### OPPORTUNITY

The City of St. Albert is recruiting an individual to join our Emergency Services department as a Manager, Emergency Management. Reporting to the Director, Emergency Services, this position will be responsible for the development, implementation, maintenance, and continuous improvement of the city of St. Albert's emergency management program, consisting of all aspects of emergency management including hazard risk vulnerability assessments, municipal emergency management plans, business continuity planning, Emergency Operations Centre (EOC) operation. Corporate emergency management training and facilitation exercises, monitoring emergency management trends including best practices, budgeting, work to strengthen mutual aid partnerships, and liaising with both internal and external partners. The successful candidate will during disaster or Emergency Operations Centre activation, assume the responsibility of the Director of Emergency Management, as delegated by the Chief Administrative Officer (CAO).

The key responsibilities will include:

- Ensure legislated responsibilities of the Director of Emergency Management are met.
- Coordinate all emergency response and other resources in an emergency or mentor, support, or function as agency representative for others.
- Ensures the emergency management program complies with requirements of provincial Emergency Management Legislation, regulations and direction as provided by the Director of the Alberta Emergency Management Agency.
- Manages the EOC.
- Oversight for the City of St. Albert's emergency management and business continuity plans, both corporate and departmental.
- Liaison and partnership with internal and external partners.
- Oversight of emergency management and EOC exercises for the City and public education.

### QUALIFICATIONS

- A university degree in Emergency Preparedness/Management, Risk Management of Public Administration, Planning or related field with emphasis on emergency planning or risk management.
- A minimum of 7 years professional experience in emergency preparedness with a focus on interdepartmental program development and

delivery. An equivalent combination of education and experience may be considered.

- Experience as command staff in an Emergency Operations Centre or Emergency Coordination Centre is required.
- Membership in either IAEM or DRI is required.
- Associate or Certified Emergency Manager Certification from IAEM and/or an Associate or Certified Business Continuity Planner from DRI is preferred.
- Experience with Microsoft Office Suite and database
- A thorough understanding of emergency management and associated federal and provincial legislation.
- ICS instructor (up to ICS 400 preferred).
- Extensive/expert knowledge of emergency preparedness and business continuity plans.
- A valid class 5 Drivers Licence. A personal vehicle required for use at work.

### HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly, Monday - Friday, 8:00 - 5:00, with a biweekly regular day off (RDO). Please note that this position is required to work extended hours from time to time and outside standard business hours. This can result in the incumbent being flexible to take RDOs (regular day off) at certain times.

### COMPENSATION

\$104,023 - \$125,440 per annum. In addition, the City of St. Albert offers a comprehensive benefit package including a defined benefit pension plan.

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

**Candidates not meeting the full qualifications may be considered for a development opportunity at a lower rate of pay.**

**Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert employment website [www.stalbert.ca/employment](http://www.stalbert.ca/employment)**

### CLOSING DATE

**September 18, 2022**

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.