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# Employment Opportunity

## Emergency Management Assistant

### Planning & Protective Services – Protective Services

Competition Number:	23/233
Employment Type:	Regular Full Time
Hours of Work:	70 hours bi-weekly
Rate of Pay:	\$36.80 to \$41.72 per hour
Review of applications begins:	4:00pm on September 19, 2023

### Job Summary

Under the direction of the Senior Manager, Protective Services, this position is responsible for providing and overseeing secretarial, administrative and emergency management support services to the Protective Services and supporting the Planning and Protective Services service area as necessary. Work hours may include some evening and weekend work as required.

### Qualifications

- Two (2) year diploma in office management, emergency management, business administration or an equivalent combination of education, training and experience.
- Emergency management, EOC, and incident command system education and experience would be an asset.
- Must possess a valid BC Driver's Licence.

...Continue to the following page for additional information about this job.

### Applications

To apply for this exciting opportunity, please visit [www.crd.bc.ca](http://www.crd.bc.ca) and submit your application on our [careers page](#).

*We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.*

### What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the surrounding Gulf Islands, serving more than 432,000 people.

Our administrative boundaries span the Traditional Territories of many First Nations, all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

We value the diversity of the people we hire and serve. In our commitment to bring differing perspectives to our workplace, and to deliver the best possible service to our customers, we encourage and welcome applications from all people with diverse backgrounds, abilities, and lived experiences.



## Typical Duties and Responsibilities

People working in this role can expect to be responsible for performing the following duties. This list is not meant to be comprehensive and other related duties similar in scope and complexity may be performed.

- Oversees and coordinates the overall administrative support for Protective Services
- Coordinates, compiles and distributes agendas and action plans for meetings of the Advisory Commissions and any subcommittees as required.
- Assigns tasks to administrative staff, oversees workflow and provides guidance on day to day duties.
- Attends Advisory Commission, committee and other divisional meetings, keeping full and complete records of the proceedings as required. May provide advice on points of procedure.
- Prepares, types, edits and circulates letters, notices, memoranda, contracts, reports and other documentation for the Managers, and other staff as necessary.
- Coordinates, monitors and tracks information flow for the Protective Services managers to ensure deadlines and agenda requirements are adhered to.
- Monitors the department budget and advises the Senior Manager and Managers of any discrepancies.
- Provides reports for the management team, internal and external stakeholders.
- Monitors and ensures contracts are reviewed for pending expiry on a regular basis and notifies the Protective Services managers well before renewal deadline.
- Maintains standardized formats for correspondence, reports, manuals and other documents.
- Ensures established practices, standards and procedures for administrative functions and standards are adhered to.
- Liaises with CRD Administration to ensure information flow is maintained including items for CRD Board agendas.
- Assists the Manager and service area by undertaking research that may require consulting past correspondence, agenda, minutes, reports, contacting other government or private agencies or searching websites.
- Coordinates, compiles and distributes reports and correspondence.
- Updates and maintains Protective Services' website including those for CRD EA fire departments, in conjunction with Corporate Communications.
- Ensures a well-organized and efficient filing system for Protective Services.
- Oversees and coordinates the provision of appropriate office supplies and equipment for the section and the Manager's office, and other divisions as required.
- Receives, tracks, and codes P-card statements and invoices submitted, ensuring all required documentation is attached.
- Receives, tracks, and submits to EMBC any "EMBC Tasks" for the EA Fire departments, Emergency programs, Hazmat and JDF SAR, ensuring all required documentation is attached.
- Distributes monthly financial statements to the Protective Services managers, the fire departments, and emergency programs.
- Receives, tracks, codes and submits expenses/invoices for the CRD Hazmat, Fire Dispatch and other Protective Services programs.
- Assists in budget preparation as appropriate.
- Support the maintenance of the Public Alert Notifications System (PANS).
- Support the maintenance and upkeep of the Protective Services emergency management software platform.
- Support emergency incident and event debrief and after action review processes.
- Support and participate in emergency exercises and drills.
- Act as part of the emergency operations centre (EOC) team as required during activations and exercises.
- Support the development and distribution of EOC situation reports and incident command system documentation.
- Develops and maintains the appointment calendar for the Manager and staff as required.
- Makes SAP entries for Protective Services staff.
- Maintain and respond to Protective Services email and phone line.
- Provides administrative support and expertise to support Protective Services operations and initiatives.
- Responds to inquiries from the public regarding actions and policies of Protective Services.
- Provides administrative guidance and support to EA fire and emergency programs.
- Supports EA Emergency Program volunteer tracking.
- Tracks and submits staff hours into SAP.
- Sorts and distributes mail. Participates in emergency responses, training and initiatives as required.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

## Knowledge, Skills and Abilities

To be successful at the CRD, candidates should have a shared understanding of our [Cultural Traits](#) and [Statement of Reconciliation](#) with Indigenous peoples. Additionally, ideal candidates would possess the following role-specific knowledge, skills and abilities:

- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), Adobe Acrobat, and presentation (MS PowerPoint) software.
- Typing speed of not less than 40 wpm.
- Awareness of bookkeeping and accounting practices.
- Excellent organizational and prioritizing skills.
- Experience in office management and staff supervision an asset
- Experience taking minutes.
- Experience working with senior management and committees/boards would be an asset.
- Experience conducting research, expeditiously and accurately.
- Ability to edit and format documents initiated by others.
- Ability to work under pressure, function effectively and meet deadlines despite interruptions.
- Ability to evaluate, develop and monitor administrative systems and procedures and manage the workflow in Protective Services.
- Ability to work with a minimum of supervision and take the initiative to address problems in a creative manner that contributes positively to the team effort.
- Knowledge of records management processes and classifications is an asset.
- Experience and/or training in emergency operations centres (EOC) or emergency management an asset
- Experience operating and trouble-shooting a wide variety of office equipment.
- Ability to work some evenings and weekends.