

Job Title: Assistant Deputy Chief, Emergency Communications

Position: Assistant Deputy Chief, Emergency Communications

Division: Saskatoon Fire

Department: Operations and Communications

Term: 1 Permanent Full Time position available.

Closing Date: 04/07/2024

Labour Group: ESA

Posting: 3079

The work you'll be involved in:

This is a leadership role that manages a complex emergency communications centre and is responsible for leading and coordinating all aspects of the Communications Division.

Responsibilities will include:

- Manages the activities of the Saskatoon Fire Department's Communications Division by overseeing the delivery of service, identifying opportunities for improvement, ensuring alignment with Department goals, management commitments, and policy adherence.
- Manages assigned staff; hires, assigns work schedules, assesses staffing needs, identifies and pursues other resources if necessary. Plans and approves staff development. Evaluates employee performance and conducts performance management and, disciplinary action.
- Reviews and ensure completion of documentation to related to emergency incidents, personnel requests, and records. Verifies documentation and ensures quality assurance.

The type of person we are looking for is:

- **Engaging** – Mobilizes employees, citizens, and partners. Demonstrates ability to lead, motivate, empower and mobilize individuals and groups to work toward a shared purpose.
- **Turning Strategy into Action** – Analyzes and interprets the strategic organizational direction, has a firm understanding of the vision, mission, values and objectives of the workplace and applies these initiatives that align with long term plans and growth.
- **Political Acumen** – Politically astute and sensitive to City Council's issues. Maintains and develops relationships inside and outside of the organization to ensure best practices and enhance general knowledge.

What we're looking for:

Typically to be successful in this role, a person will have:

- Degree in commerce, communications, business administration or related field.
- Four to six years' experience as a dispatcher in an emergency communications centre. Two years' experience managing an emergency communications centre.
- Instructor qualifications would be an asset in the following: Emergency Medical Dispatch, Emergency Fire Dispatch, certification in call-taking software (such as ProQA), and APCO Fire Service Communications.
- An equivalent combination of education and experience may be considered.

- Graduation from, or current participation in, Dalhousie University Certificate in Fire Service
- Administration, or related Fire Service Management Certificate programs would be an asset.

Requires Security Check

Acceptable current Criminal Record Check (CRC) upon offer of employment.

Additional Requirements

If you are interested in the position, but don't have all these qualifications – apply anyway. All applicants will be considered with an emphasis on relevant experience, education, and skills.

Weekly Hours: 40

Salary Range: \$117,900.96 to \$138,533.28 CAD **per annum** (2022 rates)

Diversity, Equity and Inclusion

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) “the good life”, for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit

[Saskatoon.ca/diversity](https://saskatoon.ca/diversity)

Accommodation

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email talentacquisition@saskatoon.ca.