



Make working for
The City work for you.



Assistant Deputy Chief

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As an Assistant Deputy Chief with the Calgary Emergency Management Agency (CEMA), you will be a key member of the Emergency Management Operations Leadership Team and will oversee staff responsible for functional and hazard-specific emergency planning, agency training, the Emergency Operations Centre's Concept of Operations and operational readiness, emergency preparedness exercises/after action program, and assist with Emergency Social Services. Primary duties include:

- Provide strategic direction and oversight to direct reports, including Planners responsible for emergency planning and response preparedness, Agency Training, Concept of Operations, Exercise development, and system improvement.
- Provide key support to the Chief and Deputy Chief with strategic deliverables; develop and manage goals and objectives for the work area, assign and monitor project deliverables and work plans, and manage business planning requirements and budget.
- Manage human resource functions including recruitment, coaching, training, career development, performance management and time and labour for employees to ensure quality and service standards are met.
- Maintain effective relationships with critical partners and support their emergency preparedness both in the Emergency Operations Centre (EOC) and in their own service areas.
- Provide strategic support to agency members in emergency planning and preparedness initiatives, training, and facilitations.
- Act as a member of general staff within the EOC when activated for emergency events; direct operations, develop situational awareness materials and briefings, mentor staff from other areas of the organization, implement emergency plans and procedures and provide other leadership functions for response staff and partner agencies. Participate as acting Deputy Chief or with on-call responsibilities as needed.
- Provide after hours monitoring and escalation of emergency incidents and make decisions to ensure emergencies are resourced and coordinated appropriately, including the opening of the Emergency Operations Center and the activation of the Municipal Emergency Plan.

Qualifications

- A completed 2 year diploma in Emergency Management, Leadership, Health & Safety, Business Continuity, or related field and at least 8 years of emergency management experience that includes at least 3 years of supervisory experience in an emergency management context; OR
- A degree in Emergency Management, Leadership, Health & Safety, Business Continuity, or related field and at least 5 years of emergency management, business continuity or issues management experience, including at least 3 years of supervisory experience; OR
- A graduate degree in emergency management, Leadership, Health & Safety, Business Continuity, or related field and at least 3 years of emergency management, business continuity or issues management experience, including at least 3 years of supervisory experience.
- A valid Class 5 Driver's Licence (or provincial equivalent), with no more than 6 demerits and no current suspensions or charges pending, or a valid Graduated Driver's License (GDL) with no more than 4 demerits and no current suspensions or charges pending.
- Designation/certification as a Certified Emergency Manager, Associated Emergency Manager, or Certified/Associate Business Continuity Professional will be considered an asset.
- The ability to manage multiple priorities during complex, high-pressure situations.
- Strong communication skills, facilitation, collaborative leadership, and critical thinking skills are essential to this role.

Pre-employment Requirements

- An enhanced security clearance will be conducted.
- Must obtain a City of Calgary [operator's permit](#).
- Successful applicants must provide proof of qualifications.

Union: Exempt
Position Type: 2 Permanent
Compensation: Level F \$94,168 – 144,228 per annum
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Emergency Management & Community Safety
Location: 673 1 Street NE
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.
Apply By: July 23, 2024
Job ID #: 310153

Apply online at www.calgary.ca/careers