

## Emergency Program Coordinator (Exempt)

<b>Job Requisition</b>	JR-2024-292 Emergency Program Coordinator (Exempt) (Open)
<b>Job Family</b>	Exempt
<b>Start Date</b>	2024-12-09
<b>End Date</b>	2025-01-07
<b>Primary Posting</b>	No
<b>External Posting URL</b>	<a href="https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Fire-Hall-Station-1/Emergency-Program-Coordinator--Exempt-_JR-2024-292">https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Fire-Hall-Station-1/Emergency-Program-Coordinator--Exempt-_JR-2024-292</a>
<b>Description</b>	Closing Date:

**Jan 7, 2025**

Posting comes off at 12:00am on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

**\$77,904.57 - \$91,652.44**

Reporting to the Fire Chief, this position is responsible for the coordination of the City's emergency program, including Emergency Support Services (ESS). This position delivers contemporary training programs and maintains Emergency Operation Center (EOC) and ESS operational readiness. The EPC is situationally aware seeks to anticipate a potential emergency or disaster. The incumbent may be required to work weekends and irregular hours subject to operational requirements.

Duties Include:

- Maintains an effective emergency program including ESS.
- Liaison with the Provincial emergency program.
- Manages the ESS On-Call Response Coordinators.
- Implements programs to recruit and retain teams of qualified ESS volunteers.
- Delivers exercises and training to support EOC and ESS operations.
- Coordinates the maintenance and exercise of departmental emergency/continuity plans.
- Coordinates a comprehensive annual review of the City's emergency plans.
- Assumes the position of Emergency Operations Centre (EOC) Management Staff or General Staff, as required.
- Manages the coordination of ESS responses including the activation of the Reception Centre(s) and Group Lodging facilities.
- Equips and maintains the EOC in a state of operational readiness.
- Oversees the maintenance of documentation of emergency program process and best practice.
- Promotes public and corporate emergency and ESS preparedness.
- Assists with the preparation of annual and five-year budgets and provides input for business and strategic plans.
- Completes grant applications, reporting requirements, and oversees projects.
- Performs other duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion of an accredited Emergency Management program (i.e. JIBC Emergency Management Certificate Program).
- Minimum four (4) years' related experience working with emergency or ESS programs.

Required Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of BC Emergency Management Systems (BCEMS), Emergency Management and Climate Readiness (EMCR) , and acts and regulations for emergency management programs.
- Sound knowledge of municipal organizations.
- Demonstrated ability to effectively work, supervise, and lead teams.
- Ability to deal effectively and courteously with the public.
- Demonstrates political savvy and determines opportunities to enhance working relationships amongst diverse individuals and groups.
- Ability to respond quickly and effectively while remaining calm under duress and strain.
- Excellent interpersonal, leadership, supervisory, customer service, and teambuilding skills.
- Demonstrated ability in effective problem solving.
- Ability to obtain and maintain an acceptable vulnerable sector check.
- Sound verbal and written communication skills including report writing and public speaking.
- Proficient in the Microsoft Office Suite of products.

Preferred Education and Experience:

- Five (5) years' experience in Emergency Management in British Columbia
- Management level experience in an EOC.
- Experience managing volunteers.

Preferred Knowledge, Skills and Abilities:

- Background in social work or community services.
- Background in project management.
- Background in environmental sciences.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

<b>Worker Sub-Type</b>	Permanent
<b>Location</b>	Fire Hall Station 1
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	Emergency Management