



COUNTY of ANNAPOLIS
NATURALLY ROOTED

Employment Opportunity

Fire Services Coordinator

Permanent Full-time – Pay Level 4 (\$60,753 - \$76,466)

The County of Annapolis is currently seeking a Fire Services Coordinator to join our team! This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

Fire Services Coordinator shall be responsible for building and managing effective relationships to ensure effective fire protection in the municipality, coordinating and facilitating fire service meetings, programs and events, researching legislation and best practices to effectively assist fire departments, oversight of the municipality's bylaws and agreements with fire departments, assisting with budgets, capital plans and procurement for fire departments, assisting with developing of fire services boundary review, assisting with administering Worker's Compensation for fire departments, acting as alternate REMO Coordinator and carrying out other duties and responsibilities as may be assigned from time to time.

Qualifications:

Candidates for this position must possess as a minimum, a degree, diploma or certificate in business administration, emergency management, General Fire Service Administration or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements.

Additionally, the candidate must have a minimum of five (5) years experience working in a administrative role, ideally supporting fire services or within a public sector organization, knowledge or experience in municipal fire services and emergency management and incident command systems (ICS) with preference given to those whose experience is directly or indirectly working with a municipal or provincial government organization, or a combination of formal experience and lived experiences.

A complete Job description can be found on our website: www.AnnapolisCounty.ca

This employment competition will close on March 30, 2025 at 4:00PM

Kate McLean, Human Resources Coordinator
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Email: employment@annapoliscounty.ca

Municipality of the County of Annapolis

PO Box 100 (752 St. George St)

Annapolis Royal, NS B0S 1A0

Applications will not be accepted via Social Media (Facebook)

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

www.AnnapolisCounty.ca