

Deputy Director Emergency Management & Business Continuity Planner

Position ID: J0526-0238

Job Title: Deputy Director Emergency Management & Business Continuity Planner

Job Type: Full Time

Department: Community Safety and Social Services

Number Of Positions: 1

Min Salary: \$52.62/Hour

Max Salary: \$65.77/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

Oversees the City's provincially legislated Municipal Emergency Management Program and provides emergency management leadership, coordination, and Incident Command System instruction to the organization and external partners. Assumes the leadership position of Deputy Director of Emergency Management (as appointed by Emergency Management Bylaw B-02-2023) during a widespread emergency or disaster impacting the City of Airdrie; and leads the City's ECC, ESS, and local Incident Management Teams, as required. Developed and coordinates the organization-wide business continuity plans and acts as the City's BCP advisor during a widespread business disruption impacting City services.

This position directly oversees the organizational recruitment and training of approximately 150 staff that support the City's emergency management program. They regularly interact with local, regional, and provincial governments and other agencies and develop and maintain relationships with all to

provide for the management of City's MEMP and program. This position is required to present to elected officials and community stakeholders. They also provide feedback on planning and development circulations and special event applications. This position oversees and manages its departments budget and budgeting processes.

Responsibilities include:

- Ensure effective emergency management program is in place to manage large scale emergencies and disasters as per the Province of Alberta Emergency Management Act and Regulation.
- Annually, review and present for audit to the Province, the City's Municipal Emergency Management Plan/Program. Follows up with City Council and Executive Leadership on any items requiring attention.
- Fulfill leadership roles in a large-scale emergency/disaster impacting the community and maintain certifications to carry out Incident Command and Emergency Coordination Centre functions and oversee and lead required organizations.
- Develop and implement comprehensive training program and exercise matrix to meet requirements of the Local Authority Emergency Management Regulation. Maintain ICS Canada certification to instruct Incident Command System training to emergency services (including R.C.M.P.) and City departments assigned with specific emergency management functions.
- Maintain active participation on an All-Hazards Incident Management Team to support ongoing skill development and field experience. Deployment to requests for provincial emergency aid, as required.
- Develop, maintain, and coordinate the annual review of organizations-wide Business Continuity Plans. In the event of a widespread disruption, act as the City's BCP Advisor to the City Manager/DEM.
- Assess Community Risk Profile and advocate for public safety on all new development circulation applications or redevelopment of lands within the jurisdiction or neighboring areas.
- Review and provide feedback on large special event applications.
- Recruit and maintain an organization-wide roster of trained personnel capable of filling emergency management roles in an emergency coordination centre, incident management team, and within emergency social services reception centres.
- Conduct outreach activities that promote and encourage community emergency preparedness.
- Responsible for Extreme Weather Events Coordination (hazard specific plans)

You Bring:

- A degree in Disaster and Emergency Management, Public Safety, or a related field is required. A Master of Arts in Disaster and Emergency Management would be considered an asset.

- 10+ years' experience in emergency management setting, with municipal being an asset
- 5+ years' experience in emergency services setting
- Certified Emergency Manager (CEM) - International Association of Emergency Managers (professional designation) or AEM, at minimum
- Associate Business Continuity Planner (certification) – ABCP, at minimum
- Incident Command System 100-400 Instructor, with ICS 400 an asset
- Other Emergency Services experience or credentials – minimum 5 years
- Ability and experience to lead an organization in managing a large-scale incident/disaster
- Advise and coordinate business continuity planning on behalf of the city during an organization wide disruption
- Certified in All Hazard Incident Management Team positions and actual deployment experience to major emergencies/disasters
- Effectively lead staff in the management of a large-scale incident or disaster impacting the City of Airdrie.
- Build and maintain both interpersonal and professional relationships locally, regionally, and provincially to effectively deploy with incident management teams.
- Focused critical thinking, uses early application of ICS planning process and principles to best determine and manage objectives needed to successfully stabilize large incidents/disasters.
- Maintain personal competencies required to uphold certifications and instruct emergency services personnel both internal and external to the city.
- Strong presentation skills and professionalism when working with Council and Executive Leadership and reporting on current status of Municipal Emergency Management Program.

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and are appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This position is full time (37.5 hours per week) and include a comprehensive benefits package.



*Please provide a cover letter along with your resume as a means of introducing yourself and your interest in this role.

Next Steps:

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.

