



THE CITY OF YELLOWKNIFE

Manager Emergency Preparedness

The City of Yellowknife is an inclusive employer offering a dynamic and rewarding work environment that delivers valuable services to our residents. At the City, the diverse backgrounds of our employees help us to create a positive, safe and fun environment for us all. The City is committed to hiring a diverse and skilled workforce that is representative of the community, strengthening our ability to provide high quality services and excellent customer service to residents. The City of Yellowknife welcomes applications from all qualified candidates and encourages Indigenous persons to self-declare when submitting their application. We are currently seeking an individual to assume the demanding and rewarding position of Manager, Emergency Preparedness, with the Protective Services Department.

Under the general direction of the Director of Protective Services, the incumbent is responsible for management of the City's emergency preparedness and business continuity programs to ensure effective coordination of operations across all City departments, with the GNWT, and other emergency response partners through development and maintenance of emergency management support programs for the City of Yellowknife. This includes planning, development, and administration of programs and documents to ensure the operational goals and objectives of the City are achieved, and the development and control of budgets relative to the position. The incumbent assists the Director in the development of documentation and resources relating to the division. The incumbent will also be responsible for managing the City's Public Safety Communications Center. The delivery of emergency and non-emergency operational communications is a crucial function of emergency preparedness and business continuity.

The work requires a comprehensive knowledge of and experience in Emergency Management, Risk Management, or related programs. This knowledge is normally acquired through post-secondary bachelor degree, plus five to seven years of experience in emergency preparedness/response program development and delivery, preferably in a municipal setting.

Additional preferred attributes desired are knowledge and experience with project coordination and management experience including detailed planning activities and developing documentation. Organizational, communication, team building, coaching, interpersonal and public relations skills. The incumbent should have computer proficiency, including Microsoft Office applications. A valid Class 5 Driver's License is preferred.

The City of Yellowknife offers an attractive salary range of \$145,230 - \$170,859 and a comprehensive benefit package including a monthly housing and vacation travel allowance and a Defined Benefit Pension Plan.

Qualified applicants are required to apply no later than October 9, 2026.

Please visit the City of Yellowknife Website at: www.yellowknife.ca to submit your resume.

Please be advised that the City of Yellowknife requires all prospective employees to provide a criminal records check prior to employment. We thank all applicants who apply, but advise that only those to be interviewed will be contacted.