



## JOB OPPORTUNITY Emergency Management Coordinator

### The opportunity

Leduc County is looking for an experienced and highly motivated Emergency Management Coordinator to join our team. Reporting to the Director – Protective Services, this exciting opportunity provides strategic emergency management support to the organization, and is accountable for the promotion, training and delivery of the emergency management plan. Through effectively managing priorities, the coordinator is a key contributor to the achievement of the department's operational deliverables.

### About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

### What you will do

- Develops, implements and maintains corporate emergency management plans, strategies and processes for response, recovery and mitigation, ensuring compliance with relevant legislation.
- Develops and recommends administrative directives and procedures, to meet emergency planning requirements and the operational plans for the organization, adhering to applicable legislation.
- Leads emergency management for Leduc County.
  - Conducts municipal and community risk assessments and makes recommendations for mitigation and management strategies.
  - Manages the inventory and maintenance of the emergency management equipment and facilities to ensure that they are always in a state of readiness.
  - Coordinates emergency preparedness training and exercises with involvement from all departments.
  - Collaborates with department representatives to develop, document and maintain County operational continuity and planning.
  - Liaises with regional, provincial, and federal emergency management and response agencies to stay up to date with current legislation, leading practices and ensure

efficient planning and communication on behalf of the County.

- Leads emergency management projects, grant applications and funding proposals to support the County's emergency management initiatives.
- As a Deputy Director of Emergency Management (DDEM) this position:
  - Supports the Director of Emergency Management (DEM) during an emergency activation.
  - Coordinates the Emergency Coordination Centre (ECC).
  - Under direction of the DEM, supports the activation of emergency coordination centres and continuity of operations plans.
- Develops, recommends and maintains budgets for the Emergency Management area aligning with departmental objectives and supporting the current risks identified.
- Coordinates prepares and submits reporting for emergency planning and emergency event management activities, to all appropriate authorities and provides updates to Executive Leadership and Council as required.
- Coordinates community recovery efforts after an emergency event, including ensuring after action reviews are completed and updates plans as needed.
- Strives to continually enhance the quality and delivery of services through efficiency and innovation.
- Adheres to the department's Standard Operating Guidelines and the guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

## What you need to succeed

### *Must-have*

- Post secondary education in emergency management or related field.
- Five years of progressively responsible emergency management experience.
- Incident Command System (ICS) 400 and Director of Emergency Management (DEM) certifications.
- A service focus with strengths in a broad range of communication and interpersonal techniques and skills.
- Strong verbal and written communication skills.
- Experience delivering public presentations to various levels of audiences and preparing clear, concise reports.



- Proficiency with Microsoft Office suite and other database and spreadsheet applications.
- Success in working with and leading teams.
- Proven project management and detailed policy development skills.
- An Alberta Class 5 Operator's license, criminal record check satisfactory to Leduc County and the ability to obtain security clearance at the Edmonton International Airport.

### ***Nice to have***

- Familiarity with municipal governance, operations and knowledge of rural communities.

### **What's in it for you**

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$89,616.00 and \$112,022.00, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements.

### **How to apply**

Applications must be submitted via our website [leduc-county.com](http://leduc-county.com) to be considered.

We thank all applicants however only those selected for an interview will be contacted.