



## JOB DESCRIPTION

Job Title:	<b>Emergency Program Manager</b>	Affiliation:	Exempt
Supervisor:	Fire Chief/Emergency Program Coordinator	Hours:	35 hours per week
Status:	Full Time Permanent	Salary:	\$94,000.00 annually
Revision Date:	March 15, 2024	Competition #:	2024-010

### Position Summary

Reporting to the Director of Community Safety/Fire Chief and the Emergency Program Coordinator, the Emergency Program Manager is responsible for planning, implementing, and maintaining the Emergency Management Program including effective emergency preparedness, response, recovery, and mitigation and compliance with provincial mandates. This position works with and supervises departmental employees and volunteers to coordinate the implementation of Emergency Program activities and the Emergency Support Services (ESS) programs which will enable the community to respond quickly and effectively in providing essential services to evacuees and responders affected by an emergency or disaster.

The Emergency Program Manager participates in short- and long-range emergency response planning and coordinates the various initiatives of the volunteer committees and divisions of the Emergency Program. This position responds to after hour emergency incidents as required, understands response protocols, and prepares for and supports Emergency Operations Centre (EOC) activations. Communications planning and implementation, public education/relations, and event management coordination is also a requirement of this position.

### Nature and Scope of Work

- Provides comprehensive support to the ESS program, encompassing all phases from planning to recovery, including development, maintenance, and evaluation of the ESS Plan and procedures, alongside aiding activations, training exercises, and response efforts.
- Oversees the planning, development, implementation, and coordination of the District's Emergency Program activities, including organizing training for District employees and ESS members.
- Coordinates the mobilization and demobilization of ESS Level 2 and Level 3 responses, while also participating in a regular rotation on the ESS Level 1 response team.
- Assists in developing the division budget, prepares reports, conducts research, and represents the Emergency Program at meetings, including after-hour meetings as necessary.
- Recruits and retains volunteers for Emergency Preparedness Program activities while also establishing and maintaining relationships with ESS Program volunteers, community groups, residents, and stakeholders involved in ESS planning and preparedness.
- Facilitates collaboration with provincial, regional, and community support organizations while identifying local resources and aiding in the establishment of supplier agreements for services.
- Plans, coordinates, and presents at emergency preparedness events, volunteer activities, training, and exercises while maintaining close contact with Sooke Emergency Preparedness Program representatives, participating in joint training exercises.
- Supports EOC/DOC activation/deactivation, fulfills role responsibilities as needed, and provides assistance to Sooke's FireSmart and Climate action initiatives.
- Coordinates communications and outreach materials for the Emergency Program, and performs other related duties as required.

## Knowledge, Skills, and Abilities Requirements

- Ability to work effectively with minimal supervision, maintain confidentiality, foster, and sustain productive relationships with municipal officials, colleagues, and the public, while consistently meeting their needs.
- Excellent organizational skills, attention to detail, and the ability to work independently with sound judgment and proficient in planning, organizing, and prioritizing tasks to meet deadlines under pressure.
- Capable of reading, interpreting, and presenting information effectively, including numerical data, and proficiently gathering and analyzing information.
- Working knowledge of legislation, records management, and municipal practices, including document management and relevant laws such as the *Local Government Act*, *Community Charter*, *Fire Services Act*, *Fire Safety Act*, and *Emergency Management Act*, and *Freedom of Information and Protection of Privacy Act (FOIPPA)*.
- Proficient in Microsoft Office Online, records and land management applications, with experience in databases and ability to learn new software systems as required.
- Considerable knowledge of administrative practices, procedures, standard protocol, and fire department/emergency program communication needs, coupled with working knowledge of Emergency Operations Center operations and functions, as well as other District departments.
- Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment, coupled with strong interpersonal skills and excellent written and verbal communication skills, as well as exceptional team-building abilities.

## Training and Experience Requirements

- Two (2) year post-secondary certificate in Emergency Management in addition to up to one (1) year of JIBC courses (ESS Director, Incident Command System Levels 200 and 300).
- Incident Command System (ICS) 100.
- Emergency Operations Center (EOC) Essentials.
- Emergency Management Information Officer courses.
- Two (2) years directly related emergency management/preparedness experience, in addition two (2) years of volunteer management experience (both in an employee/career capacity).
- Minimum of five (5) years' municipal government experience.
- Valid Class 5 BC Driver's Licence, a current Driver's Abstract, and a personal vehicle for work related use.
- Satisfactory Police Information Check.

## Competencies

- **Adaptability:** Willingness to be flexible in a changing environment.
- **Relationship Building:** Establishes and maintains respectful and cooperative working relationships.
- **Effective Communication:** Communicates effectively with others.
- **Problem Solving:** Recognizes and acts to resolve problems.
- **Organization:** Organizes work so that others will understand it, to achieve District goals.
- **Customer Focus:** Provides excellent service to both internal and external customers.