

# Emergency Services Coordinator



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of *Emergency Services Coordinator*!

We're looking for a dynamic team member ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization, and our community.

*Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.*

## Primary Responsibilities

### **Municipal Emergency Preparedness**

- In coordination with Senior Management, and Regional Emergency Measures Organization (REMO) Coordinator, work to develop emergency preparedness plans for all Municipal operations.
- Identify potential risks and hazards specific to the Municipality and create mitigation strategies.
- Liaison for Regional Emergency Management Organization (REMO), provincial, and federal agencies.
- Coordinates Municipal staff training and assignments in relation to REMO requirements.
- Maintain an inventory of emergency equipment, supplies, & resources necessary for disaster response and recovery.

### **Emergency Service Provider Liaison**

- Liaison and staff support for Police Services, Fire Service Providers, 911 Dispatch and any other emergency services providers and related committees.
- Manage and make funding recommendations for the Dry Hydrant, Generator, and Emergency Funding programs.

### **Liaison with Regional and Provincial Emergency Management Organizations**

- Develop and maintain relationships with Regional EMO Coordinator, Provincial EMO, and other Emergency Management Organizations.
- Establish and maintain communication systems to facilitate timely and accurate information dissemination during crises.

## Candidate Profile

### **Education and Experience**

- Incident Command Systems training.
- National Fire Protection Association (NFPA) training would be considered an asset.
- Experience working in a Municipal Government setting would be considered an asset.
- Bachelor's degree in emergency management, public administration, or a related field would be considered an asset.
- Proven experience in emergency management, crisis response, or disaster recovery.
- Strong knowledge of emergency management principles, practices, and methodologies.
- Familiarity with provincial and federal emergency management legislation and guidelines.
- Excellent organizational, communication, and leadership skills.
- Ability to work under pressure and make critical decisions during emergencies.

### **Knowledge, Skills, and Abilities**

- Exceptional organizational and time management skills, judgement, and discretion.
- Ability to work effectively in a team environment.
- Ability to communicate effectively, including presenting to groups.
- Be readily available to respond to emergencies.
- Ability to multi-task is critical.
- Motivated and enthusiastic team contributor
- Strong knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word, Excel and PowerPoint.

# Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match)! Salary will be Level 8 (\$36.84/hr - \$43.94/hr) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some evening hours will be required.

For a detailed job description please click [here](#).

## Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

## How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission, and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca) by **4:30pm Friday February 23, 2024**.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca).

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following: Reference/Employment Verification, Criminal Background, Vulnerable Sector and Education.

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.

