

The Municipality of the County of Richmond is currently accepting applications for the casual position of Emergency Management Coordinator (EMC). The EMC has overall responsibility for disaster preparedness for the Municipality of the County of Richmond.

The primary functions of this position are disaster response planning, building relationships with other organizations having a disaster response role, and advising and informing elected officials, staff and the public with regard to disaster preparedness.

The preferred candidate will have:

- a combination of training and related experience that clearly demonstrates the ability to effectively carry out the responsibilities of this position;
- experience in disaster response, hazard assessments and risk analysis;
- exceptional inter-personal and communication skills;
- experience with radio equipment and radio networking; and
- the ability to work both independently and within a team-based environment.

Interested candidates are encouraged to forward their resume and cover letter by 4:00 p.m. March 4, 2022, in confidence to:

Yvonne Boudreau
2357 Highway 206, PO Box 120
Arichat NS B0E 1A0
902 226-3971
yboudreau@richmondcounty.ca

We thank all applicants for their interest in this position however only those selected for an interview will be contacted.

POSITION DESCRIPTION

Title:	Emergency Management Coordinator
Department:	Administration
Date:	March 28, 2019
Supervisor:	Chief Administrative Officer
Positions reporting to this position:	None
Status:	Casual

This is a casual position with the distribution of work hours to vary.

This position will support the ongoing development of the Richmond County Emergency Management Program with particular attention to updating the Emergency Management Plan and associated protocols, business processes, regulatory bylaws, and relationships across all emergency management phases.

This position will have overall responsibility for disaster preparedness for the residents of Richmond County.

The primary functions of this position are disaster response planning, building relationships with other organizations having a disaster response role, and advising and informing elected officials, staff and the public with regard to disaster preparedness.

Behavioral Competencies:

Behavioral competencies are how we behave, act and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. This position requires a high level of behavioral competence from the following areas:

- Communication
- Flexibility
- Leading and Developing others
- Relationship Building
- Teamwork
- Working Strategically

POSITION DESCRIPTION

Responsibilities:

- Chair the Municipal Emergency Measures Planning Committee.
- Prepare and maintain the Municipality's Emergency Measures Plan.
- Coordinate emergency planning for the Richmond Municipality Emergency Management Area, with industry and institutions within the Municipality.
- Advise the Warden and Council respecting emergency management issues and the Municipality's state of emergency preparedness.
- Ensure that the Emergency Operations Centers are prepared for use.
- Conduct emergency management activities as directed by Council.
- Facilitate, design and conduct emergency training and exercises.
- Participate in the planning process for emergency plans for the Municipality's Homes for Special Care, with EMO Nova Scotia.
- Liaise with EMO NS as required, including meeting annual reporting requirements.
- Conduct hazard assessments and risk analysis.
- Increase public awareness through education for emergency preparedness.
- Develop and maintain an inventory list of resources available for a response.
- In the event of a disaster situation, ensure a prompt, coordinated response of relevant volunteer organizations and specialist response teams, and follow the Municipality's established protocols and procedures.
- Other duties as required

Qualifications:

The preferred candidate will have a combination of training and related experience that clearly demonstrates the ability to effectively carry out the responsibilities of this position.

Terms and Conditions of Employment:

Compensation will be based on the successful candidate's qualifications.