

Emergency Program Officer

Location: Municipal Hall, Pemberton

Full-time, Permanent position

Summary:

Responsible for the management and coordination of emergency programs including emergency preparedness, response, and recovery activities for the Village of Pemberton. This position is a critical member of the Village's Emergency Operations Centre (EOC) team acting as the liaison officer in the event of an emergency or disaster. This position collaborates with other staff across the organization, internal and external stakeholders and provides support to volunteer groups in the community.

Responsibilities:

- Ensures the Village follows all emergency requirements set out in legislation, regulations, and policy
- Develops, maintains, and executes emergency plans, procedures, guidelines and resource databases
- Develops and maintains ongoing contingency plans based on hazard, vulnerability, and risk assessments
- Assumes leadership/operational role of liaison officer during EOC activation and training
- Assumes the role of EOC director when delegated
- Serves as the primary point of contact for external stakeholders and agencies with regards to emergency planning
- Maintains and cultivates intergovernmental relationships in support of emergency preparedness and response
- Partners with internal stakeholders regarding emergency planning for developments, operations, and fire prevention
- Manages and provides leadership to the Emergency Support Services (ESS) volunteer team by collaborating with other organizations to recruit and retain volunteers, secure ESS resources and equipment and ensure sufficient ESS service delivery
- Coordinates and conducts public education activities, promoting emergency preparedness in the community
- Assists community groups in the development of emergency plans
- Supports neighboring jurisdictions seeking evacuation options in the Village of Pemberton
- Identifies emergency management training requirements for other Village staff

- Arranges and conducts training, workshops, and exercises for Village staff, supporting agencies and volunteers
- Prepares and oversees budget for emergency management programs
- Completes administrative duties and records management for emergency management programs
- Prepares and manages grant applications for emergency management initiatives
- Orders and audits equipment for EOC use
- Conducts emergency program research in specific and general project areas
- Maintains and updates the Emergency Alert System with current and correct data
- Prepares template communications and conducts tests on the Emergency Alert System
- Participates as the Village representative at various committees
- Prepares reports with respect to emergency management activities
- Performs other duties as assigned

Skills and Experience:

- Knowledge of emergency management legislation, policies, standards, processes and best practices (including BCEMS, hazard/vulnerability/capacity/risk assessments and Incident Command System)
- Qualification in emergency management (certificate, degree, diploma) plus two or more years of relevant experience, or an equivalent combination of education and experience
- Emergency Operations Centre training and completion of JIBC Emergency Management courses
- Ability to exercise sound judgment and embrace accountability for decisions
- Ability to act with tact, diplomacy and discretion with a high degree of confidentiality
- Ability to deal with unexpected situations in a calm and competent manner
- Strong communication skills, both written and verbal
- Demonstrates proficiency in the core competencies of adaptability, relationship-building, problem-solving and customer service
- Self-motivation with appreciation for being part of a team
- Ability to prioritize, effective attention to detail and accuracy and excellent follow-through
- Proficient with computers and all aspects of MS Office
- Valid BC Drivers License with satisfactory Drivers Abstract

Posting Details:

Application Deadline: February 29, 2024

Estimated Start Date: March/April 2024

Job Grade: 4

Salary: \$78,208