



CAREER OPPORTUNITY

Emergency Program Manager

(Deputy Emergency Program Coordinator)

Regular Full-Time (\$95,349 - \$109,363/annum – 2024 Rates)

The District of Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small community. Residents enjoy an exceptional quality of life, with kilometers of spectacular ocean shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

With the recent completion of the District's Fire Master Plan, the enactment of the new Emergency and Disaster Management Act, and multiple updates to federal and provincial emergency response and recovery policies, we're looking for a motivated and adaptable individual to help lead the future of our Emergency Program. This is an exciting time to join our team and develop and evolve the District's Emergency Program to be a leader in municipal emergency management. If you're passionate about advancing emergency management and ready to make a meaningful impact, we encourage you to apply for this dynamic role!

Under the direction of the Fire Chief, the Emergency Program Manager is responsible for the day-to-day management and operation of the Emergency Program. The incumbent provides technical support to municipal departments, staff and community/regional stakeholders in the development and implementation of emergency mitigation, preparedness, response and recovery plans, training, volunteer management and related initiatives. The incumbent ensures the District's Public Notification Systems and Municipal Emergency Operation Center (EOC) are maintained in a state of readiness. Considerable independence in judgment in fulfilling assigned duties and responsibilities is required. The nature of this position requires the incumbent to work a flexible work schedule involving regular day shift, occasional evening/weekend work and emergency support as required.

Our ideal candidate has:

- An undergraduate degree in a related field such as Emergency Management, Public Administration, or Business Administration
- Three years of directly related experience supplemented with two years of volunteer management experience in a staff/career capacity (an equivalent combination of education and experience may be considered)
- A certificate in Emergency Management or equivalent
- Additional training or courses such as Incident Command System 200 to 400, Emergency Operations Center (Operations, Planning, Logistics), etc.
- Six months of experience with corporate/municipal website and social media management
- The ability to work evenings, weekends, and be on call as required to support the department and/or municipal emergencies
- A valid BC Class 5 Driver's License or equivalent

Please note that testing may be required in the recruitment process for this role. In addition to a competitive salary, we offer a supportive and collaborative work environment with continued career and

professional development opportunities. As an employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

If your qualifications and experience align with our needs, we want to hear from you! Please apply in confidence by **4:30 p.m. on November 19, 2024**, with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at <https://www.oakbay.ca/municipal-hall/employment-volunteering/employment>, which outlines in greater detail the key accountabilities and required qualifications.

*We thank you for your interest in working for the District of Oak Bay.
Only those selected for an interview will be contacted.*