



EMERGENCY PLANNING ASSISTANT

The Cariboo Regional District (CRD) invites qualified applicants to apply for the full-time position of Emergency Planning Assistant.

SUMMARY: Provide administrative and technical support to the Cariboo Regional Emergency Program and stakeholders as directed on an on-going basis to maintain positive and supportive working relationships with the region and externally. For a detailed job description, please visit our website at www.cariboord.ca/careers.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Enrolled in a program and working towards certification in Emergency Management.
- Working knowledge of the Emergency Program Act and Emergency Planning positions.
- Three years' experience working in an Emergency Operations Center or equivalent.
- Post-secondary courses in Emergency Planning or equivalent.
- Work experience demonstrating increasing levels of responsibility in an emergency environment.
- Proficient in the use of computers and Microsoft Office suite.
- Must maintain a valid BC Driver's license and the ability to travel in all weather conditions.

WAGE: This is a full time BCGEU position. The current rate of pay is \$31.31 per hour. A standard probation period will apply.

WORK SITE LOCATION: Cariboo Regional District Williams Lake Office located at, Suite D, 180 3rd Avenue North, Williams Lake, BC. Travel within the regional district will be required.

HOURS OF WORK: 35 hours per week, may work a non-standard schedule to accommodate the attendance of evening meetings or for presentations. Unexpected overtime may be required to respond to emergencies.

Applications from qualified individuals will be accepted by the undersigned until **5:00 pm, March 29, 2020** and must be in the form of a resume with an accompanying letter detailing your experience and qualifications relative to the position.

We wish to thank all candidates for their interest; however, only those selected for interviews will be contacted.

Bernice Crowe, Human Resources Advisor
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Williams Lake, BC V2G 2A4
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Title: Emergency Planning Assistant

Department: Protective Services

Reports To: Manager of Protective Service

Date: February 2020

Summary

Provide administrative and technical support to the Cariboo Regional Emergency Program and stakeholders as directed on an on-going basis to maintain positive and supportive working relationships with the region and externally.

Essential Job Functions

- Provide overall Emergency Program support services.
- Receive and respond to walk-in and telephone enquiries.
- Prepare, compose, and type correspondence, memos, and reports ensuring accuracy and completeness.
- Prepare and submit for the Protective Services Manager, or EOC Director to review notices & advertisements for newspaper, radio, social media, and other publications, ensuring completeness and accuracy.
- Compile & distribute agendas and arrange meetings.
- Record, transcribe, and distribute minutes of meetings.
- Research, analyze, and compile information from multiple sources.
- Create and maintain database/spreadsheet information for Emergency Program functions, incidents, and responses.
- With direction from the Manager of Protective Services, work to further develop, update, and maintain the Cariboo Regional District (CRD) Emergency Plan.
- Research, write and/or edit various documents such as reports, discussion papers, memorandums, various funding applications and others as they relate to Emergency Program services and functions.
- Travel as necessary to attend meetings, training sessions, conferences, and other functions related to Emergency Program services.
- With direction from the manager, review, modify, and develop administrative and office procedures for Emergency Program functions.
- Identify and organize cost effective training programs for staff and volunteers to support the Emergency Program.
- Work with manager to build and maintain good working relationships with municipal, Regional District, Provincial, First Nations, and volunteer Emergency Program functions.
- Develop a good working knowledge of legislation and regulations applicable to Emergency Program services.
- Familiar with and able to function in the development of, implementation, maintenance, and deployment of an Emergency Operations Center (EOC) as described in the Cariboo Regional District Emergency Plan, including all of the necessary supplies and staffing considerations.

- In a timely and accurate manner, prepare, submit, and file necessary reports and documents to appropriate agencies and functions regarding emergency situations along with necessary updates as directed.
- Preparation of Agenda Item Summaries (AIS) and reports for presentation to the Board of Directors.
- Research the development and probable implementation of effective regional evacuation planning efforts with appropriate stakeholders for Regional District residents.
- Coordinate hazard risk vulnerabilities analysis assessments assuming an all hazards approach to meet the requirements of legislation.
- Work with the Manager in leading organizational change to meet the requirements of the four pillars of emergency management.
- With direction from the Manager, work with the Manager of Procurement to draft and manage tender and request for proposals for Emergency Program services and functions.
- Research resolutions to issues resulting from an emergency response including public concerns raised and offer alternative solutions for prevention.
- With direction from the Manager of Protective Services draft information and articles in conjunction with the Manager of Communications for the CRD website and media to educate and prepare the public in regard to the CRD's roles and responsibilities for emergencies, what constitutes an emergency, and how they can prepare for emergencies.
- Maintain clerical office procedures relating to Emergency Program Services.
- Advise on office/program equipment requirements.
- Other duties as assigned within the Protective Services Department to achieve organizational goals.

Minimum Qualifications/Requirements

- Enrolled in a program and working towards certification in Emergency Management.
- Working knowledge of the Emergency Program Act and Emergency Planning positions.
- Three years' experience working in an Emergency Operations Center or equivalent.
- Post-secondary courses in Emergency Planning or equivalent.
- Work experience demonstrating increasing levels of responsibility in an emergency environment.
- Proficient in the use of computers and Microsoft Office suite.

Knowledge, Skills and Abilities Required

- Demonstrated ability to work diplomatically and effectively with the public, volunteers and co-workers.
- Demonstrate sound judgement, tact and discretion when dealing with confidential and sensitive matters.

- Considerable knowledge of municipal and provincial legislation and applicable legal principles is an asset.
- Excellent business written and verbal communications.
- Demonstrated leadership skills and personal discipline.
- Volunteer management experience preferred.
- Public speaking skills an asset.

Supervisory Responsibility/Supervision Received

- Provide advice and direction to all participants during an emergency response action and to the volunteers within the Emergency Program structure on an on-going basis.
- May exercise supervision within the EOC dependent on assigned position requirements.

Working Conditions

- Required to be flexible and adapt to changing work demands.
- 35 hours per week; may work a non-standard schedule and unexpected overtime to respond to emergencies may be required.
- Travel required.
- Must maintain a valid BC Driver's license and the ability to travel in all weather conditions.
- Ability to organize events and conduct presentations.

Financial Resources

- Assemble information for the Emergency Planning budget and monitor program expenditures.
- Draft applications for grant program funding support.
- Check invoices from contractors for accuracy and completeness.
- Provide input into preparation of annual budgets.
- Assist in coordinating task invoices.

This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties as required.