

NORTH-EAST INTERLAKE EMERGENCY MEASURES BOARD

POSITION DESCRIPTION

Position: Emergency Measures Coordinator

Position Summary:

Under the direct supervision of the Chief Administrative Officer appointed as Secretary-Treasurer, the Emergency Measures Coordinator is responsible for coordinating the development, implementation and maintenance of a comprehensive, emergency management program to prepare for and direct the actions of the member municipalities in the event of an emergency.

Description of Duties

Task No.	Description
1.	Be directly under the control of the member municipalities and be immediately available in any circumstances that the municipality defines as an emergency situation
2.	Develop, implement and monitor the emergency plan and provide necessary updates
3.	Review the provincial emergency plan check list and ensure the emergency plan meets the required standards
4.	Continually identifying and analyzing regional hazards reviewing the region's resources and ability to respond to identified hazards, and updating the emergency plan, as necessary
5.	Provide staff support to the member Councils, CAOs and the community to coordinate actual or potential emergency preparedness or response efforts
6.	Planning and organizing training and awareness programs from critical personnel as identified in the emergency response structure
7.	Recruit and train volunteers for the various positions required within the Emergency Operations Centre
8.	Develop a Pandemic and Business Continuity Plan for the Municipal Exercising and testing of the Emergency plan
9.	Provide written annual reports to the Board on EMC activities and EPP status
10.	Attend all necessary EMC training courses and community meetings as required
11.	Perform other related duties as may be assigned.

SPECIFICATIONS

1. Education, Knowledge and Experience

- a) Successful completion of Grade Twelve (12)
- b) Knowledge of the Emergency Measures Act
- c) Good communications skills.
- d) Three (3) years office experience.
- e) Physically fit and mentally able to perform required tasks.
- f) Acceptable driving record and current license
- g) Must be bondable.
- h) Knowledge of the area will be considered as an asset

2. Responsibilities

The incumbent shall ensure that their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow employees. The incumbent shall ensure that the public are attended to in a professional and friendly manner.

The incumbent shall be required to work on their own with minimal direction and must be able to complete work within set time limits.

The incumbent shall be required to work and handle confidential material, and shall be required to keep this information confidential.

3. Comprehension and Judgment

The incumbent must possess an understanding of and work within the policies of the Municipality. The incumbent must possess an understanding of Privacy Legislation. The incumbent will exercise a reasonable degree of independent judgment in the course of carrying out the duties of the position.

4. Working Conditions

The position may require the incumbent to work shift work or overtime in case of an emergency. The position will require very slight physical effort and the position is indoors and outdoors.