

TOWN OF VEGREVILLE



EMPLOYMENT OPPORTUNITY

PROTECTIVE SERVICES MANAGER

Position Summary

Our newly created position, the Protective Services Manager, will report directly to the Chief Administrative Officer and is a vital member of the Senior Management Team. Primarily responsible the operational and strategic development of public safety initiatives across the Town of Vegreville. This position actively promotes regional coordination with a diverse range of stakeholders across the portfolio of the Protective Services department, which includes:

- Fire Services administration,
- Occupational Health and Safety,
- Municipal Enforcement,
- Emergency Management Program(s),
- Liaison with the RCMP and 9-1-1 contract services,
- Special event facilitation and permitting, and
- Climate action, disaster risk reduction and resilience (planning and policy development).

The Protective Services Manager is the Town's principal policy advisor in the areas of citizen protective services and strategy.

The Municipality

You can find the Town of Vegreville just one-hour east of Edmonton, surrounded by farmland and small communities. Part of the County of Minburn, Vegreville has 5,700 residents and offers all the amenities large cities have such as shopping centers, accommodations, recreation facilities (arena, pool, tennis courts, fair grounds, etc.), local restaurants and hosts various annual events while offering affordable housing pricing. This community has many businesses and industries such as Agriculture, Hemp & Cannabis, Scientific & Technical, as well as Oil and Gas Manufacturing.

To learn more, visit their website at: www.vegreville.com or www.choosevegreville.com.

Duties and Responsibilities

Responsible for the administration and supervision of all community safety portfolios for the Town of Vegreville including but not limited to, the Fire Department, Bylaw/Peace Officer services, RCMP Liaison, Occupational Health and Safety, and Emergency Management program and design.

- Appointed Co-Director of Emergency Management
- Liaises regularly with the Fire Chief to ensure an open line of communication between the fire department and the CAO's office and to forge a firm understanding of the department's operations including budgetary and personnel.

- Leads the development of strategies, policies, and programs in all areas of Protective Services.
- Participates with other members of the leadership team in developing corporate strategy and objectives.
- Establishes, monitors and nurtures good working relations with all external and internal stakeholders within and on behalf of the Town to promote regional collaboration and cooperation
- Manages the Protective Services' budgets through monitoring expenditures, forecasting funds, and identifying available grant sources.
- Leads funding and service delivery options within the Protective Services portfolio including grant applications, procurement options, and partnerships. Reviews grant applications and supports their preparation as required.
- Attends management and operational meetings as required
- Attends Council meetings including regular and special meetings as requested by the Council or the CAO.
- Regularly reviews sources of funding available for provincial and federal governments and other external sources.
- Maintaining a sound administrative and organizational system
- Recruiting and training team members
- Assigning and managing projects and providing supervision to your management team.

Qualifications

- A minimum of 5 years of experience at the leadership level in emergency management, public safety, fire services, or bylaw administration or a related field.
- A post-secondary degree or diploma with a focus on disaster and emergency management, public safety, business continuity or related discipline. A Master's degree is preferred.
- An understanding of Occupational Health and Safety.
- Thorough knowledge and understanding of the Government Acts, Emergency programs and Regulations, and knowledge of other Acts, Regulations and bylaws and other legislation concerning local government activities relevant to Protective Services.
- Demonstrated experience managing and leading people and workplans, ideally in local government.
- Proven ability to effectively address complex community safety issues.
- A firm understanding of Fire Service operations in Alberta, specifically pertaining to rural, paid-on call departments with inter-municipal fire services agreements.
- Basic knowledge of Disaster Risk Reduction, Declaration on the Rights of Indigenous Peoples, and current Intergovernmental Panel on Climate Change reporting, along with working knowledge of current Canadian federal and Alberta, plans and policy.
- Excellent communication, facilitation and presentation skills and ability to work effectively with a diverse group of people including staff at various levels and departments, government agencies, First Nations, non-government organizations, volunteers, and the private sector.
- Strong organization, self-motivation, and initiation skills, and maintaining these under emergency response conditions.

Key Competencies

- Leadership skills – Demonstrates a visionary leadership style while giving guidance and support to the entire organization. A mentor and positive role model combined with a practical and common-sense approach. Builds a pro-active team and delegates to them. Is appreciative, engaging, understanding and knowledgeable on rural as well as urban issues and concerns. Identifies

opportunities, inspires action, and achieves results. Identifies and evaluates unique ways to improve the organization.

- Communication – An open, honest and straightforward style with all audiences, demonstrates candor and respect to all and is prepared to delegate responsibility and accountability. Communicates in a clear and concise manner both verbally and in formal presentations. Keeps the CAO fully informed.
- Strategic & Business Planning – Provides executive leadership to all corporate initiatives and ensures accountability for achievement of results. Planning for financial sustainability for the long-term viability of the Town will be a priority.
- Interpersonal Skills – Able to effectively build relationships with a wide range of stakeholders. Patient and resilient while embracing challenges and changes. Is flexible and adaptable, works comfortably with individuals, teams, and committees. Has a positive outlook and a sense of humor. Possesses well-developed negotiations skills with the ability to resolve conflict and facilitate negotiations with tact and diplomacy.
- Integrity & Trust – Possesses impeccable integrity and ethics. Respectful of others and respected by peers. Is honest, sincere, dependable, authentic and trustworthy. Committed to the Town's values, vision and mission. Is committed to personal growth and development for self and others.
- Management Skills – Demonstrates a progressive management style, engages staff to bring forth new ideas and new approaches to solve challenges more effectively. Creates an integrated work team.
- Customer Service – Instills and demands a high level of customer service (internal and external) and ensures customer needs are identified and addressed.
- Financial Management – Timely and efficient in all budgeting, financial and information reporting. Implements long-term financial sustainability plans for the Town.
- A Professional – Acts as an integral part of the leadership team with high ethical standards and an honest, open-minded, and consistent approach to working with all staff and citizens.
- Self Confidence – Possesses confidence in own skills and abilities, is able to make difficult decisions in a timely manner and stands by them. Demonstrates a positive attitude. Evaluates alternatives and assesses advantages as well as risks.
- Planning & Organizing – Can marshal resources to get things done while using resources effectively and efficiently. Sets clear expectations, designs practical processes and procedures while ensuring accountability.

Application Submission

Application Deadline: September 8, 2022

Submit cover letters and resumes to:

Christopher Leggett, Chief Administrative Officer
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Vegreville, AB T9C 1R7
Email: clegett@vegreville.com