



STE. ANNE
MUNICIPALITY

CONTRACT OPPORTUNITY

MUNICIPAL EMERGENCY COORDINATOR

The Rural Municipality of Ste. Anne is seeking a Municipal Emergency Coordinator to provide emergency management services.

The Municipal Emergency Coordinator will be responsible for

- Preparation, maintenance, and testing of the municipal emergency plan
- Coordinating the response to emergencies in the municipality
- Attracting, managing, training and motivating volunteers

The job will require a time commitment of an average of 6 hours per week. During emergencies the Emergency Coordinator must be available for full workdays, including overtime, for as long as is required.

The Municipal Emergency Coordinator will hold a contract position reporting to and directed by the Chief Administrative Officer. There will be an initial probationary period of 6 months, following the successful completion of which a contract may be offered.

The successful applicant must have good knowledge of a community emergency preparedness program. He or she must have a demonstrated ability to manage volunteers; to provide training to volunteers, staff and members of council; to maintain the emergency plan; and to coordinate emergency response within the community. Training in emergency response management is an asset. The Emergency Coordinator will be expected to take additional training courses as directed at the Municipality's cost. A basic level of ability with Microsoft Office is essential. A valid driver's license and access to a vehicle is essential.

Please include a resume, 3 references including contact information and relevance.

Submissions marked "Municipal Emergency Coordinator" and addressed to the undersigned will be received by mail, fax, email or in person until Friday, April 7th at 4:00 pm.

We thank all applicants for their interest in this position. We will contact only those selected for an interview.

Mike McLennan
Chief Administrative Officer
Rural Municipality of Ste. Anne

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