



Job Posting

Director of Protective Services

The Director of Protective Services will be responsible for the overall administration of protective, prevention, and emergency services within the Municipality of the County of Cumberland. This includes By-Law Enforcement, Canine Control, Building and Fire Inspection, the management of the relationship with our Fire Departments, and overseeing Emergency Preparedness. The Director will be appointed as the Dangerous or Unsightly Administrator. The Director is the key advisor to the CAO all strategic, financial, operational, and business planning matters within the Protective Services mandate.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

This job posting will remain open until the position is filled.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Director of Protective Services"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Director of Protective Services *Protective Services Department*

Overview

Under the leadership of the Chief Administrative Officer, the Director of Protective Services will be responsible for the overall administration of protective, prevention, and emergency services within the Municipality of the County of Cumberland. This includes By-Law Enforcement, Canine Control, Building and Fire Inspection, the management of the relationship with our Fire Departments, and overseeing Emergency Preparedness. The Director will be appointed as the Dangerous or Unsightly Administrator. The Director is the key advisor to the CAO all strategic, financial, operational, and business planning matters within the Protective Services mandate.

The Director will develop a staff team that is customer service and results oriented, highly motivated, engaged, and supportive of a healthy and safe work environment. A key member of the senior management team, the Director will work with the CAO and other senior managers in a cooperative and collaborative manner.

Protective Services analysis and reporting are key to decision making and measuring success. The Director has overall responsibility for department data management that provides reports to facilitate decision making and measure success.

The Director of Protective Services reports to the Chief Administrative Officer.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life, and work experiences, and in our relationships. The core competencies required by this position include:

- Customer Service
- Analytical Thinking
- Innovation
- Leading & Developing Others
- Teamwork
- Working Strategically
- Communication

Job Duties and Responsibilities

- Act as the principle advisor to the CAO on all protective services matters;
- Serve as the primary liaison for the Municipality with the volunteer fire departments as well as managing the relationship with the Amherst Fire Department which provides contracted fire protection in some areas of the Municipality;
- Oversee the administration of by-law enforcement services ensuring that the Municipality's by-laws and applicable Provincial Statutes are enforced;
- Oversee the delivery and administration of building and fire inspection services ensuring that the Municipality's by-laws, applicable Provincial Statutes and Building Code are enforced;
- Overall responsibility for emergency preparedness for the members of the Cumberland Regional Emergency Measures Organization (currently the Towns of Amherst, and Oxford, and the Municipality of Cumberland);
- Prepare, present, monitor and control the Department's annual capital and operating budgets;
- Develop municipal and administrative policies, short – and long-term plans, procedures, and by-laws in accordance with municipal strategic plans and departmental business plans;
- Develop and maintain positive collaborative relationships with employees, fire and police service providers, stakeholders, residents, and government bodies;
- Establish and maintain a working environment which promotes positive morale and teamwork;
- Undertake the annual employee evaluations of personnel in the Department and recommend training and development programs for personnel;
- Participate as a member of the senior management team and work co-operatively to support strategic initiatives of the Municipality;

- Ensure the efficient and effective provision of protective services and respond to all related inquiries;
- Review, develop, and implement methods, standards, scheduling, and reporting systems for the effective delivery of services by the Department and service providers;
- Ensure all safety procedures and respectful workplace standards are followed by all personnel throughout the Department;

Qualifications

Successful completion of a Diploma or Degree from a recognized post secondary institution in Business Management, Municipal Administration, Project Management, Emergency Management or equivalent education and experience related to fire and/or emergency preparedness

A minimum of five (5) years progressive experience in fire and emergency management preparedness, including the management and supervision of staff

Excellent working knowledge of key legislative and regulatory requirements that apply to the services provided by the Department, including the *Municipal Government Act*, *Fire Safety Act*, and *Emergency Management Act*

Excellent leadership and public relations skills that inspire and motivate staff and volunteers to perform at their best.

High level of expertise with budget preparation and planning.

Exceptional conflict management, negotiation, decision making, leadership, analytical, planning, organizational, coaching skills including strong oral and written communication skills

Proficient in using Microsoft Office Suite, Project Management tools, email & internet, and the ability to learn new technology as required

Driver's license valid in Nova Scotia.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's *Personnel Policy* should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$88,136	\$92,544	\$96,950	\$101,357	\$105,764	\$110,171