



DIRECTOR OF PROTECTIVE SERVICES

The R.M. of St. Clements is seeking a half time permanent Director of Protective Services to take on the challenge of overseeing and coordinating all aspects of Fire, Emergency, By-Law and Animal Control service delivery provided by the Municipality.

The Director oversees the coordination and administration of the department on an ongoing basis including planning, organizing, staffing, leading, controlling, and reporting on all departmental activities.

As the Director of Protective Services you will;

- Oversee the operations of three Fire Halls with 75 on-call fire fighters
- Liaise between the public and various contractors that provide the municipality services pertaining to by-law enforcement and animal control
- Draft by-laws and policies as required
- Manage departmental activities through the planning, approval, execution, and review stages
- Prepare information for CAO, Council, and Committees as requested
- Procure goods and services as required according to purchasing policy and internal control procedures
- Identify and recommend opportunities, and strategies for department and service development
- Remain current on other municipal models and provincial/federal, or other sources of potential funding, development strategies, legislation, regulations, programs or impacts

As the ideal candidate you offer;

- Leadership experience in emergency response, fire, or police protective services
- Certification in Emergency Management, Law Enforcement, or First Responder fields would be an asset
- 3 to 5 years supervisory experience in a professional field
- A post-secondary education or an equivalent combination of applied skills and experience
- Competence in Microsoft Office, email, and internet applications
- A 'can do' attitude with excellent time management and team leadership skills

A complete job description can be obtained upon request. For more information please contact the undersigned directly via email. Interested applicants are to provide a professional resume to D.J. Sigmundson, Chief Administrative Officer at cao@rmofstclements.com. Submissions will be reviewed as early as May 11, 2018, however, the posting will remain open until a suitable candidate is located.

Come be part of something great!

www.rmofstclements.com