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TOWN OF
PEACE RIVER
ALBERTA

OPPORTUNITY PROFILE

Director of Protective Services



The Town of Peace River

peaceriver.ca

Peace River residents and visitors are privileged to enjoy one of the most beautiful physical settings in Alberta.

The town is located 486 km north-west of Edmonton and 195 km north-east of Grande Prairie, is the second largest center in north-western Alberta and functions as a thriving regional service and trade center.

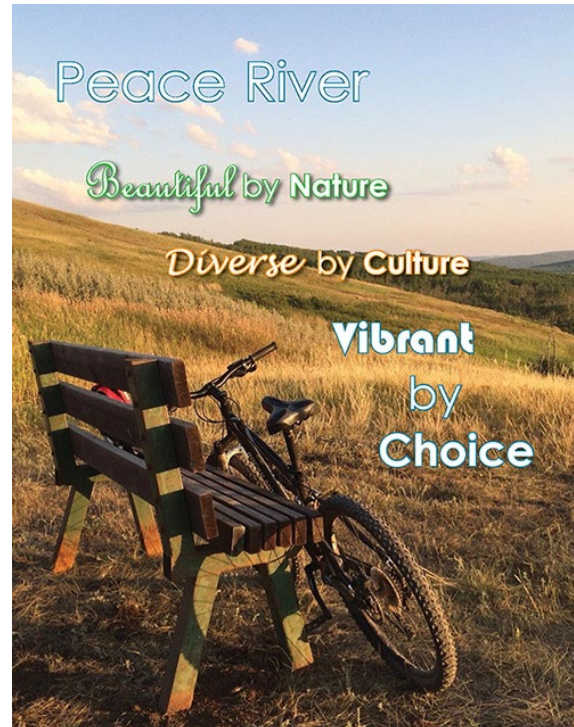
The Peace, Smoky, and Heart Rivers converge near the town, and from surrounding outlook and observation areas such as Sagitawa Lookout and Twelve Foot Davis Gravesite, we are treated to an outstanding view of the river valley below.

The beauty of the natural valley and hills offers the ideal setting for photographers and outdoor enthusiasts, while a wide range of businesses, shopping, dining, and lounges are featured throughout the community. The town has many hiking, cycling, and walking trails, and campers can enjoy an abundance of outdoor facilities, as well as picnic areas, interpretative trails, 9 and 18-hole golf courses, secluded fishing spots and much more.

Visitors and residents alike enjoy our many parks and playgrounds for local events, gatherings, and picnicking, with lots of room for the kids to play.

History

The Mighty Peace River is 1300 kilometers in length and flows through two provinces. The Peace River has undeniably shaped and influenced all who have lived here. From the beginning, the community of Peace River has had a deep connection to the resource-rich environment that runs along this mighty river. The Peace River was historically an important source of sustenance and transportation for the early Beaver Nation, the Cree Nation, and early Europeans. As a river of commerce, it became a vital backdrop to the Canadian fur trade industry until the late 1800s. Early in the town's development, ferry crossings, steamboat operations, and later float plane and bush plane companies set up their headquarters in the town and provided access to more remote areas in the Peace Country. Today, the river is an important part of community identity, providing for several activities including fishing, recreation, travel, transport, industrial, and environmental uses.



The Opportunity

Reporting to the Chief Administrative Officer, the Director of Protective Services will plan and oversee the department's direction, building on a team that is committed to safety, education, and professional response in the areas of municipal enforcement, fire, flood recovery, emergency management, and risk management. This role guides the department in a collaborative environment and ensures the culture and values of the department are in alignment with the culture and values of the Town of Peace River.

Direct Reports:

- Fire Chief
- Community Peace Officer(s)
- Bylaw

Key Roles & Responsibilities

Leadership & Relationship Building

- Maximize service delivery and set annual department goals in alignment with the Town's strategic priorities.
- Prepare administrative briefings, reports, presentations, and requests for decisions.
- Attending and reporting to the council on strategic priorities whenever required.
- Provide leadership, mentorship, and guidance to municipal staff.
- Strategize, build, and execute innovative programs from the ground level for departmental growth.
- Maintain public relations and participate in community and educational activities, presenting a positive image.
- Take responsibility for clarifying the expectations of others; acknowledge how personal decisions, actions, and standards of performance influence work accomplishments; accept responsibility for work accomplishments; and recognize changes required to achieve better results going forward.
- Attend and take an active part in all staff meetings.
- Work together with other employees in a team effort, stressing cooperation and good communication between staff members.

Municipal Policing

- Work alongside the enforcement services team, developing, managing, and leading the community policing and bylaw enforcement services program.
- Collaborate with RCMP and enhance safety through the provision of community policing service.
- Ensure compliance with legislative policy and regulations.
- Ensure Community Peace Officers maintain provincial designations and that all function within the scope of Provincial appointments and authorities.

- Maintain a high level of awareness and understanding of enforcement issues and provide accurate and timely responses to public complaints and noted concerns.
- Research and draft bylaws related to enforcement services.
- Provide Municipal Police Service Agreement (MPSA) oversight, understanding and monitoring performance and financial expectations, working with the detachment commander to ensure financial stewardship.
- Build partnerships and foster relationships with other enforcement and related support service agencies (crown prosecutor, Peace River Correctional Centre, Victim Services, Sagitawa Mobile Outreach Support Team [MOST]).

Deputy Emergency Management (DEM)

- Perform the responsibilities of a DEM as outlined within Alberta's Local Authority Emergency Management Regulation.
- Ensure continued training of all municipal staff.
- Foster collaborative working relationships and partnerships with regional municipal and First Nation DEMs.

Fire and Medical Aid Response

- Provide leadership and support to the Fire Chief.
- Ensure compliance with legislative policy and regulations.
- Review/approve department budget requests presented by the Fire Chief.
- Ensure revenue for department response is captured.
- Foster continued inter-municipal relationships.
- Maintain and develop partnerships with internal and external agencies to offer effective fire response that meets community needs and aligns with councils' strategic plans.
- Liaise with provincial counterparts and medical directors and monitor the cost/benefits of continuing medical aid responses.

The Person

Qualifications & Education Requirements

- Five years of progressive service in policing, municipal enforcement, emergency management, or an equivalent combination of experience and training.
- Investigation experience.
- Well-versed in Alberta Provincial Acts and Regulations and municipal legislation.
- Able to meet PARE requirements per Alberta Public Safety and Emergency Services (PSES) Policy.
- Ability to obtain PSES appointment.



- ICS 300 certification, or ability to obtain within one year of hiring.
- An awareness and astuteness of political matters in public administration.
- Community advocacy: Innate ability to envision and create a safe and secure environment for the Town of Peace River community.
- A university degree in a related field would be considered an asset.
- Extensive, positive, and successful career track record of progressively more senior positions in a municipal organization with a proven track record of leadership.

Knowledge, Skills & Attributes

Strategic and Business Planning: The ability to follow the Council's direction, provide leadership to all planning initiatives, and ensure accountability for achieving results in the Protective Services Department. Can maintain focus on the strategic direction and long-term vision while balancing the need to address the immediate and emerging needs.

Service Excellence: Ensures customer satisfaction through timely, proactive, and knowledgeable actions while effectively managing customer expectations in the context of the Town's priorities, policies, and service delivery standards.

Build Relationships: Effectively build relationships with various stakeholders on a provincial and national level. Flexible, adaptable, collaborative, and demonstrates a positive attitude. Diplomatic with well-developed negotiation skills.

Communication: *360 Communication skills*; demonstrated ability to interact with people in a sensitive, tactful, diplomatic, and professional manner always. Open, honest, and tactful with all audiences. Demonstrates respect to all in a clear and straightforward style.

Creativity and Innovation can utilize theory, principles, and experience to develop new and unique ways to identify the root causes of departmental issues and find effective ways to address them. Ability to build pilot projects such as the CPO program from the ground level, including ensuring policies and procedures are adapted, implemented, and maintained.

Leadership Skills: collaborative, progressive, and visionary. Develops and mentor's others to be leaders; creates, supports, and leads by example to build a high-performance team and a positive work environment. Is appreciative, engaging, understanding, and knowledgeable of issues and concerns. Identifies opportunities, inspires action, and achieves results.

Integrity and Trust: honest, sincere, dependable, authentic, and trustworthy; has high ethical standards and an honest, open-minded, and consistent approach to working with staff and stakeholders.

Politically Astute: knows and understands legislative and regulatory processes and has an intuitive ability to read the political implications of recommendations and actions. Guides and mentors, the Executive Team, and the Council with solid and informed recommendations.

Management Skills: Encourages and inspires new ideas and approaches in management. Considerable breadth and in-depth knowledge of financial management, planning and reporting processes, business planning and fiscal

frameworks. Ensures timely and efficient budgeting, financial, and information reporting of the department. Uses resources effectively and efficiently; sets clear expectations; ensures accountability through the performance management system.

Decision-Making Skills: Thorough knowledge and skills in “*Emergency Management*” with the sharp ability to assess complex/sensitive situations to determine the importance, urgency, and risks and sometimes make controversial or difficult decisions that are in the department's and organization's best interests.

Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Our organization values diversity, equity, and inclusion in all aspects of our operations. We invite candidates to contact us directly with any accommodation requests.

To apply, please email a cover letter and resume (PDF or Word document only) to **Sonny Kapoor** or **Deepthi Koshy** at edmonton@leadersinternational.com, indicating the job title in the subject line of the email.

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