

ESQUIMALT POSITION DESCRIPTION

Pos. No: 160

EFFECTIVE DATE: APRIL 2024

Reviewed: April 10, 2024

Approved by: CAO

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| Position Title: | Director of Civic Initiatives and Community Safety |
| Department/Division/Section: | Civic Initiatives and Community Safety Services |

POSITION FUNCTION

Reporting to the Chief Administrative Officer (CAO), the Director of Civic Initiatives and Community Safety is responsible for two aspects of municipal services. First, the Director supports the CAO in the development and implementation of the Township's strategic initiatives, including oversight of key civic projects. Second, the Director leads the Community Safety Services department, including bylaw enforcement, building inspection activities, emergency management, and coordination of policing services.

The position has four direct reports: Emergency Program Manager; Bylaw Management Officer, the Senior Building and Plumbing Official and the licencing clerk.

KEY DUTIES

Contribute to Township-wide leadership and culture, enabling effective service delivery across departments and participating as a high functioning member of the senior Leadership Team.

Seek creative solutions to complex municipal challenges while developing and implementing tools to deliver operational excellence and support Council's strategic aims.

Oversee critical short- and long-range municipal-wide special projects and plans.

Lead business process reviews and audits of programs and services to achieve efficiencies and improve service delivery.

Liaise between the Township and the police agency of jurisdiction on policing services rendered in the Township.

Plan, organize, develop, and manage policing and law enforcement liaison, community policing and crime prevention initiatives, bylaw enforcement, security, investigation, and inspection activities.

Act as the Corporate Security Officer for the Township; coordinate community risk assessment and analysis.

Oversee the Emergency Management program for the Township.

Provide Township management support in liaison with Police, Fire, and Emergency Medical Services during disaster and emergency responses.

Oversee bylaw enforcement services within the Township.

Contribute to the public relations activities of the Township as they pertain to public awareness, citizen inquiries, inter-agency cooperation, and effectiveness.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities

Proven leadership, management, and organizational skills

Adaptable and strategic thinker with the capacity to lead change

Strong communication skills, both verbal and written

Excellent relationship building and interpersonal skills

Proven ability to build partnerships in the community and working proactively with other governments, First Nations, and the public

Genuine, collaborative, high emotional intelligence

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification:

Relevant Baccalaureate or assessable equivalent in education and experience.

Experience:

Minimum of 6 years of related senior level experience involving a broad range of management, operational and administrative responsibility, preferably in a local government setting.

Experience with strategic planning, project management, implementation of business efficiency and performance management

Experience in policing and law enforcement, crime prevention, bylaw enforcement, security, and investigations, would be an asset.

Certification:

The successful candidate should be capable of gaining a Canadian Federal Government security clearance sufficient to be able to interact effectively with police agencies on classified matters. A valid British Columbia driver's license is also necessary.

OTHER

Length of time to become familiar with job duties and responsibilities: 12 months.