



## **MUNICIPAL POLICY HANDBOOK**

**CODE NUMBER: 1040**

**CATEGORY: Management & Organizational Functions**

### **ROLE DESCRIPTION**

#### **DIRECTOR OF AGRICULTURAL & EMERGENCY SERVICES**

The working title of this position shall be “**Director of Agricultural & Emergency Services**”, and shall include all duties and designations assigned to the Agricultural Fieldman in any policy, regulation, or Legislation. The primary responsibility of this position is Director of Agricultural Services.

The Director of Agricultural & Emergency Services will report to the County Manager. Duties of the position will include the following:

##### **A. GENERAL - AGRICULTURAL**

1. To act in an advisory capacity to the Agricultural Service Board regarding all programs and activities considered by the Board.
2. The Director of Agricultural & Emergency Services shall be appointed to carry out the duties and responsibilities as the Municipal Inspector under the Weed Control Act, the officer of the municipality under the Agricultural Pests Act and the Soil Conservation officer under the Soil Conservation Act.
3. To carry out duties and responsibilities under any Act relating to Agriculture.
4. To carry out duties from the Agriculture Service Board regarding all Board Programs, so as to provide efficient and effective service to the County of Athabasca ratepayers.
5. To implement projects respecting Agriculture as agreed upon between the Agriculture Service Board and the Minister.

##### **B. SUPERVISORY - AGRICULTURAL**

1. Will act as direct supervisor of the A.S.B. Secretary, Farm Production Specialist, the Problem Wildlife Officer, and all other staff which may be employed to carry on the Board's programs.
2. Duties in this regard will include review and approval of all time sheets, holiday schedules and other personnel items related to the Agricultural Services Department.

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### Role Description - Director of Agricultural & Emergency Services ( Cont'd . . )

#### **C. ADMINISTRATIVE - AGRICULTURAL**

1. To ensure that all projects undertaken by the Agricultural Services Department have the approval of the Agricultural Service Board.
2. To formulate policies and make recommendations with respect to administration of the Agricultural Services Department in consultation with the County Manager.
3. To ensure that agendas, minutes and all correspondence related to Agricultural Service Board meetings are prepared and distributed as required.
4. To ensure that Budget documents and grant applications for all approved projects are submitted as required to the appropriate government department.
5. To review monthly financial reports with the County Manager prior to presentation of such reports to the Agricultural Service Board.
6. To oversee and co-ordinate all programs of the Agricultural Service Board and to act as liaison with other agencies such as Alberta Agriculture, and Alberta Environment.
7. To attend appropriate courses, conferences and seminars upon prior approval of the Agricultural Service Board.

#### **D. EMERGENCY SERVICES**

1. To act as the Administrative Officer responsible for the County of Athabasca Volunteer Fire Departments. Duties will include handling all aspects of Fire Preparedness meetings, liaison with Volunteer Fire Departments, and preparation of budget documents and financial control procedures.
2. To act as the County's liaison with the Town of Athabasca and the Village of Boyle with respect to the Fire Services Agreements between the County of Athabasca and the above mentioned municipalities.
3. To act as the County's liaison with neighboring jurisdictions with respect to Mutual Aid Agreements for the provision of Emergency Services.

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### Role Description – Director of Agricultural & Emergency Services ( Cont'd . . . )

4. To act as the County's Chief Wildfire Control Officer. Duties will include ensuring that adequate equipment and properly trained manpower is available to take initial action on grass, brush and forest fires as may be required within the County of Athabasca. To act as the County's liaison with the Alberta Government department responsible for Wildfire control and suppression. To organize and implement the issuance of fire permits pursuant to County Policy.
5. To make decisions, or to delegate the authority to make decisions to call in contract or government resources as needed to control and suppress wildfires. Decisions to call in water bombers, helicopters, or Forest Service Wildfire Fighting Units shall be reported to the County Manager as soon as possible.
6. To obtain appropriate levels of training, knowledge, expertise, and certification to enable him/her to act in the capacity of Fire Boss on wildfires within the County.
7. To assist the County Manager in liaison with partner municipalities and Alberta Health & Wellness with respect to ambulance services will remain the role of the County Manager.
8. **Deputy Director of Disaster Services:**  
To act as the Deputy Director of Disaster Services. To fulfill the duties of the Director of Disaster Services in his/her absence. To assist in the preparation and updating of the County of Athabasca Emergency Response Plan. To act as the County representative to the Athabasca Mutual Aid Program (AMAP).

#### **E. Unspecified**

The Director of Agricultural & Emergency Services may be called upon from time to time by the County Manager to assist with other facets of the County operation. Such tasks might include project supervision or any other duty as assigned by the County Manager.

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