



ECONOMIC DEVELOPMENT OFFICER

Purpose of the Position:

The Economic Development Officer (EDO) will be the position within the municipality that leads efforts in facilitating economic and business development to secure growth and to increase local employment opportunities. The position will promote new business opportunities and provide support to existing businesses in the area to help with retention and expansion efforts and long term economic sustainability for the district.

Scope:

The Economic Development Officer reports to the Chief Administrative Officer and is responsible for developing, implementing, monitoring and evaluating economic development initiatives within the Municipality of the District of Saint Mary's (MODSM). The EDO will prepare and keep current an Economic Development Plan for the municipality, identifying and recommending areas and sectors to focus on for potential growth immediately and over the medium to longer term. The EDO will work independently on some files, while other files will require working as part of a team with other municipal staff, federal and provincial agencies and private sector businesses.

List of Duties:

- Develop positive relationships with existing businesses, tourism operators, individuals and community organizations to build trust and support for development of an economic development plan for the MODSM
- Research, consult and develop an Economic Development Plan that reflects the vision for sustainable economic growth for the municipality and is consistent with the municipality's Strategic Plan. The ED plan will include initiatives that ensure the municipality becomes business ready
- Provide advice to the CAO and Council on the implementation of the Economic Development Plan for the MODSM

- Develop and keep current economic profiles of the municipality and provide them to the relevant federal and provincial departments/agencies that are responsible for economic development
- Act as liaison between local organizations, businesses and individuals and representatives of government, business and industry concerning economic development and assist in capitalizing on economic development opportunities and projects that are identified
- Coordinate with local businesses and assist in establishing a business association with a broad representation of the business community across the entire municipality
- Conduct research and prepare reports for the CAO on potential economic development opportunities, including identifying potential private sector partners
- Seek private sector partners and business interests to develop projects in MODSM
- Assist with the management of the Municipal Planning Strategy and Land Use By-law
- Lead the development and management of the Municipal Accessibility Plan
- Evaluate business proposals and provide recommendations to the CAO and Council on the appropriateness and levels of support for the proposals
- Identify capital development program opportunities and assist local businesses to take advantage of them for economic development projects
- Develop potential incentive programs and policies for the municipality to consider offering to attract new businesses to the municipality and existing business to expand
- Manage special municipal programs and events related to economic development, such as Small Business Week, Business Builders and other initiatives
- Prepare media releases, advertisements and promotional material related to economic development initiatives
- Preparing and managing budgets for the economic development department
- Other duties as assigned and/or required

Education and Qualifications:

This position requires a degree in Business, Marketing, Economic Development or a related field of study, and a minimum of five years experience in rural economic development. The successful candidate will have excellent communication, interpersonal and organizational skills, be familiar with municipal government operations and be able to demonstrate knowledge on the role of local government in promoting business development. GIS mapping and planning experience would be considered an asset.

Terms and Conditions of Employment:

The approved salary range for this position is \$54,000 to \$67,500. Placement and incremental increases will be based on qualifications and demonstrated ability to perform the responsibilities and meet targets for the position.

Additional information on the benefits package and terms and conditions of employment can be found in the Municipal Working Policy.