



## ECONOMIC DEVELOPMENT & PLANNING OFFICER

EMPLOYMENT  
OPPORTUNITY

The Municipality is seeking an individual to join our Administrative team in the position of Economic Development & Planning Officer. This is a permanent full time position.

Reporting to the Chief Administrative Officer (CAO), the Economic Development & Planning Officer (EDPO) will coordinate all planning initiatives within the municipality and lead efforts in facilitating economic and business development to secure growth and to increase local employment opportunities. The position will encourage appropriate planning, promote new business opportunities and provide support to existing businesses in the area to help with retention/ expansion efforts and long term economic sustainability for the district.

**PLANNING** – The EDPO is responsible for review and updating of all municipal planning documents for the Municipality of the District of Saint Mary's (MODSM). Planning documents include the Municipal Planning Strategy, Land Use By-Law, Integrated Community Sustainability Plan (ICSP), Source Water Protection Plan, Climate Change Action Plan, Emergency Management Plan, Economic Development Plan and the Strategic Plan. Other plans may be added as required.

**ECONOMIC DEVELOPMENT** – The EDPO is responsible for developing, implementing, monitoring and evaluating economic development initiatives within the Municipality of the District of Saint Mary's (MODSM). The EDPO 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 EDPO 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.

### Education and Qualifications:

Candidates with a degree in one of the following areas; Business, Marketing, Planning, Economic Development or a related field of study, and five years' experience in planning and/or rural economic development are desired. Other combinations of education and experience may be considered. The successful candidate will have excellent communication, interpersonal and organizational skills, be familiar with municipal government operations and be knowledgeable on the role of local government in promoting business development. GIS mapping and planning experience as well as experience in project management and oversight of consultants would be considered a benefit in fulfilling the requirements of the position.

Applications including resume and cover letter along with references will be accepted until 4pm, Wednesday, September 18, 2019. Applications should be sent by email or post to the attention of:

Marvin MacDonald, CAO  
Municipality of the District of Saint Mary's  
PO Box 296  
Sherbrooke, NS  
B0J 3C0  
Email: [Marvin.macdonald@saint-marys.ca](mailto:Marvin.macdonald@saint-marys.ca)