

POSITION TITLE: **Economic & Community Development Officer
Legislative, Community and Agricultural Services**

REPORTS TO: Director Legislative, Community and Agricultural Services

POSITION SUMMARY: This position is a focal point for administrative efforts regarding economic, community, industry, regional and inter-municipal projects and relationships. Provides recommendations and leads processes that ensure Mountain View County Council and Administration decision making and actions within the above partnership area are completed in a timely, consistent, professional and informed manner. Responsible for the coordination of ongoing communication and dialogue between economic development organizations, community and industry, relevant provincial and federal departments, land developers and other parties having an interest in future growth and expansion of the County. A specialist in public relations and communications, who develops and implements strategies and information programs, publicizes activities and events. Assists in the preparation of the section's budget; performs related duties.

DESCRIPTION

1. Represents the County, as necessary, on external matters as they relate to Community, Economic Development, industry, and Inter-municipal relations.
2. Consults with the department Director, Senior Management and Council to evaluate priorities, and assist in obtaining Council agreement for modifications or necessary adjustments to business plans based on approved directions and changing circumstances.
3. Develops strategies and programs that will assist in the retention and growth of existing County businesses. In addition, attract and facilitate development of new industries, business and services in Mountain View County for the purpose of providing local employment opportunities and strengthening the property tax base of the municipality.
4. Provides a variety of support services designed to assist new or expanding businesses to be successful, including appropriate location(s), research, business plan development, business coaching and mentoring partnerships. Maintains a current knowledge and contact base of all funding programs that may be available to support economic development initiatives.
5. Develops and maintains a County promotional package that includes: aligning the County's strategic initiatives with business principles that will attract new business opportunities into the County, promotes the County's business parks, profiles local tourism attractions and infrastructure assets through a variety of media.
6. Working with local groups/organizations and collaborating with the County staff to communicate economic, community and industry initiatives/plans to our region.

7. Works alongside the economic development community to develop, maintain and facilitate the preparation of a County economic development plan including vision, goals and objectives.
8. Initiates and conducts discussions and negotiations with the private and public sectors regarding economic development initiatives including land sales and the provision of municipal services.
9. Inventories existing County economic development promotional materials and develops new promotional materials and brochures; attends trade shows in order to promote local, regional, national and international interests.
10. Prepares market analysis and economic opportunities; conducts economic impact analysis on proposed business plans and opportunities; conducts site visits and monitors business results.
11. Through meetings, committees, work teams and public consultation, work to develop strategies and relationships to address growth initiatives to ensure continuity of initiatives and projects. Assist the County's various departments in educating the community and future partners on County plans., policies and statutory plans (eg: Land Use Bylaw, Municipal Development Plan, Agricultural stewardship).
12. May provide advice and support to Council and Administration in accordance with established goals, developed positions and County interests; representing the County, observing, evaluating and reporting on potential impacts on the County through documented and verbal progress and status reports.
13. Acts as a liaison between local organizations, businesses, individuals, government representatives, and business and industry concerning economic development. Prepares proposals for funding to support community economic development and develops community and regional networks.
14. Assists the department Director in the preparation of the Economic and Community Development section budget by providing data, clearly organized documentation and reports.
15. Maintains a positive and proactive Customer Services philosophy throughout the Department; responds to public and media inquiries and complaints according to approved procedures; maintains an effective and positive working relationship with County staff, Council and the private sector in the coordination of activities within the County.
16. Performs all duties with a level of interpersonal skill appropriate to the position and may be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position specification.

REQUIRED QUALIFICATIONS

(The requirements listed below are the specified credentials for the position; the incumbent must be willing and able to attain these qualifications)

- Completion of Grade 12 or GED equivalent combined with a University degree in Commerce, Economics, Business Administration or Marketing; a combination of education and experience will be considered;
- Completion of the Economic Development Designation (Ec.D) will be considered an asset;
- Three (3) to five (5) years of experience, preferably in a rural municipal setting and in the capacity of community or economic development;
- Membership with or ability to obtain membership with Economic Developers Alberta (EDA) and Economic Development Association of Canada (EDAC);
- Proven and effective management, team building, leadership and supervisory strengths; commitment to continuous improvement and excellent customer service; demonstrated capacity to act as a self-directed team leader with rural awareness;
- High degree of competency in using computers for planning, reporting and analysis; able to use Excel and Microsoft Suite software; and
- Professional work record that demonstrates effective promotion of economic development projects and community relations initiative preferably in a rural environment. Project management abilities and above average oral and written skills.

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed.

Agreed to: _____
Date

By: _____
Employee Supervisor