



Mountain View
C O U N T Y

Term Employment Posting Economic and Community Development Officer

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM OWO
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

MVC05-2017 - **Closing Noon Thursday August 31, 2017 – or until suitable candidate is selected**

WG - \$42.50/hr – 35-hour work week

Duration:

16 weeks to 12 months

Term will be decided upon organizational projects, resources and project timelines.

Situated where the stunning foothills of the Rocky Mountains meet the fertile plains of the Canadian West, Mountain View County is located in the heart of Alberta's Calgary- Edmonton corridor. Natural beauty, country living, outstanding recreation opportunities, and great educational options make Mountain View County an ideal location. Please refer to our website at www.mountainviewcounty.com for more information.

We are seeking an accomplished Economic and Community Development Officer (EDO) to cover a Maternity Leave vacancy on our team. This position is a focal point for administrative efforts regarding economic, community, industry, regional and inter-municipal projects and relationships.

Key areas of responsibility are:

- Business retention and expansion (Strong local business economy)
- Attracting new business investment from outside of the County
- Regional Collaboration and partnership development (with urban communities within the region, community groups, and provincial/ federal economic development entities)

Your employment history will demonstrate your capacity to facilitate economic development initiatives; foster community economic development opportunities; and ensure funding for economic development activities and programs.

The Candidate

- 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.

Submissions will be received until **Noon Thursday August 31, 2017 – or until suitable candidate is selected**. All applications are to be marked “**confidential**” and will be received in confidence. Submit resumes, **Attention Human Resources**, in one of the following ways:

- Email to hr@mvcountry.com
- Fax to (403)335-9207
- Mail to Mountain View County, PO Bag 100, Didsbury, AB TOM OWO

Note: Only those resumes received by the above posted Recruitment Process will be considered for review – For a detailed Position Description please contact Human Resources directly at 403-335-3311 ext 194 or email your request to hr@mvcountry.com - We appreciate the interest of all candidates; however only those considered for an interview will be contacted.