



Mountain View
C O U N T Y

Employment Posting Economic 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

MVC07-2018 - Closing Noon Friday November 23, 2018 – or until suitable candidate is selected

**Full Time - Benefits
SG - \$78,989**

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 Economic Development Officer (EDO) to join 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 build and maintain relationships, facilitate economic development initiatives; communicate and promote economic development activities and programs and recommend and implement long term strategies.

The Candidate

- Completion of Grade 12 or GED equivalent combined with a University degree in Commerce, Communications, Economics, Business Administration or Marketing; a combination of education and experience will be considered;
- Completion of the Economic Development Designation (Ec.D), or willingness to achieve the designation, will be considered an asset;
- Three (3) to five (5) years of experience, preferably in a rural municipal setting and in the capacity of economic development;
- Membership with or ability to obtain membership with Economic Developers Alberta (EDA) and Economic Development Association of Canada (EDAC);
- Proven and effective team building and leadership 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 Microsoft Office Suite software and other municipal 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 Friday November 23, 2018 – 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.