



**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](http://www.mountainviewcounty.com)

---

**MVC07-2018 - Closing Noon Friday January 11, 2019 – 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](http://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 January 11, 2019 – 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@mvcounty.com](mailto:hr@mvcounty.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@mvcounty.com](mailto:hr@mvcounty.com) - We appreciate the interest of all candidates; however only those considered for an interview will be contacted.**