

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

**REPORTS TO: Director Legislative, Community and Agricultural Services**

**POSITION SUMMARY:** This position is an essential component of the Mountain View County team, directly responsible for strategizing, recommending and implementing all components of Economic Development throughout the municipality. A specialist in public relations and communications, the incumbent should have the necessary skills required to communicate effectively with the business community, intergovernmental partners, staff throughout the organization, Senior Management and Council. The incumbent should have a strong background in Economic Development, understand the professional and political atmosphere of municipal government and be a proven performer in the continual development and implementation of a long-term strategy.

**DESCRIPTION**

1. Develops and implements strategies and programs that will assist in the retention and growth of existing County businesses in alignment with the approved Mountain View County Economic Development Strategy.
2. Reports on the progress of the Economic Development Strategy to the Director and recommends changes to the plan as required.
3. Acts as a liaison for Mountain View County with all existing and new businesses while providing support to assist businesses be successful within Mountain View County. Maintains a current knowledge and contact base of all funding programs and resources that may be available to support economic development initiatives.
4. Markets Mountain View County opportunities appropriately to the business community and ensures that all promotional documentation aligns with the County’s strategic initiatives, key messages and corporate identity.
5. Promotes Mountain View County to external audiences at events, conferences, trade shows and other attraction venues and is comfortable delivering presentations about Economic Development services and the Mountain View County market.
6. Works closely with the Planning and Development Department to assist new or expanding businesses with obtaining correct and appropriate information to develop within the County including a basic understanding of planning processes including land use re-designation, subdivisions and permitting.
7. Prepares market analysis and economic opportunities; conducts economic impact analysis on proposed business plans and opportunities; conducts site visits and monitors business results.

- 8. May provide advice and support to Council and Senior Management on proposed or approved economic development initiatives and/or how these initiatives align with the County’s overall Economic Development Strategy and Organizational Strategic Plan.
- 9. Assists the department Director in the annual preparation of the Economic and Community Development section budget by providing data, clearly organized documentation and reports.
- 10. Maintains a positive and proactive Customer Services philosophy throughout the Department; responds to public 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.
- 11. 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, 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 obtain 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.

Agreed to: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor