



Job Description

Economic Development Officer

Job Title: Economic Development Officer
Department: Planning
Reports to: Deputy Director of Planning
Location: Administration Building

General Accountability:

The primary objective of the Economic Development Officer is to support the creation, expansion and retention of businesses, increase employment opportunities, and enhance the quality of life for residents within Foothills County and the region.

Position Responsibilities:

- Support and participate in the development of an Economic Development strategy for the County and then implement the strategy once completed.
- Develop policies and administer programs to promote industrial and commercial business investment.
- Compile and analyze current economic data, market trends, and other relevant factors to identify potential opportunities and challenges to economic development.
- Market the municipality to potential investors or businesses.
- Support infrastructure development projects, such as building new transportation systems, upgrading utilities, and expanding telecommunications networks.
- Respond to enquiries from members of the business community and general public concerning development opportunities.
- Act as primary contact and facilitator for business attraction and retention.
- Review and evaluate commercial or industrial development proposals and provide advice on procedures and requirements for municipal approval.
- Liaise with existing business to provide support and to identify and address economic development challenges.
- Maintain awareness of regional, provincial and federal economic development programs, initiatives and activities.
- Research, potential grant opportunities and write grant proposals to secure funding for economic development projects and initiatives.
- Provide administrative support to the County's Economic Development Advisory Committee.
- Report to Council on strategic opportunities that may arise.
- Report to Council on progress of the implementation of policies and programs and the results of County initiatives.
- Maintain up to date understanding of County plans, policies and development approval processes.
- Perform other duties as assigned from time to time.

Education and Experience:

- Completion of a university degree or certification in the areas of Economic Development, Commerce, Rural Planning, Marketing, Communications and/or Business Administration or a relevant field.
- 3 - 5 years of work experience in the field of Economic Development (a combination of education and experience will be considered).
- Economic Development Accreditation or enrolment in accreditation program is desirable.
- Membership in the Economic Developers Association of Alberta or the ability to obtain membership.

Skills and Qualities Required:

- Broad knowledge of provincial and municipal legislation.
- Strong facilitation, negotiation and implementation skills.
- Exhibit a high degree of personal initiative, integrity, professionalism, and political sensitivity.
- Professional work record that exhibits effective promotion of Economic Development projects and initiatives.
- Proven ability to facilitate groups with problem solving and strategic thinking mindset.
- Proven facilitation, public speaking and negotiation skills.
- Requires minimum amount of supervision and has ability to work independently and as part of a team.
- Understanding of current economic development principles and best practices.
- Very strong written and verbal communication skills.
- Economic and financial analysis.
- Policy and program development.
- Project management.
- Organizational skills.
- Marketing and promotion.
- Strategic planning.
- Relationship building.
- Proficiency in Microsoft Office Suite, and Canva, or similar.

Working Conditions and Physical Environment:

- Manual dexterity required to use desktop computer and peripheral.
- Some travel may be required.
- This position will require some work after normal business hours including weekends.
- Regular contact with the public, staff and County officials.