



## Economic Development Officer

The Municipality of South Bruce is currently recruiting for one (1) Full Time Economic Development Officer for a 2 year contract position. This position will develop programs and initiatives to encourage and support attraction and retention of businesses, workforce fulfillment, including business transitions, agro business support and development. They will actively work with the Planning, Building and By-Law departments to aid property owners in obtaining access to Community Improvement Plan Grants, and ensure a team approach to supporting the navigation of a new or expanding venture through the various planning approval processes. They will encourage business growth, job creation and investment by actively promoting the full range of support, information and advice available to businesses in South Bruce.

For a full job description, please see below.

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00 pm Noon on Monday November 29, 2021** to:

Rhonda Niesen, Human Resources  
Municipality of South Bruce  
21 Gordon St E  
PO Box 540  
Teeswater, Ontario N0G 2S0

Resumes and cover letters may also be forwarded to [rniesen@southbruce.ca](mailto:rniesen@southbruce.ca)

*We thank all applicants who apply, however, only those considered for an interview will be acknowledged. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. In accordance with Accessibility for Ontarians with Disabilities Act, the Municipality is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. If you require accommodation, please indicate in your application to ensure your participation in the recruitment and selection process.*



## POSITION DESCRIPTION

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POSITION TITLE: **Economic Development Officer**

DEPARTMENT: Administration SALARY GROUP: TBD

GENERAL SUPERVISOR: CAO/Clerk

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### POSITION SUMMARY:

The Economic Development Officer will perform a variety of duties associated with administration and research to develop programs and initiatives to support our businesses, attain and attract new businesses and workforce fulfillment.

### PRINCIPAL RESPONSIBILITIES:

- Work towards the implementation of the recommendations contained within the Economic Develop Strategic Plan.
- Develop programs and initiatives to encourage and support attraction and retention of businesses, workforce fulfillment, including business transitions, agro business support and development.
- Actively researches and develops innovative approaches and ideas for attracting and retaining businesses and improving the quality of life in South Bruce
- Encourage business growth, job creation and investment by actively promoting the full range of support, information and advice available to businesses in South Bruce
- Is the primary contact and liaison with prospective and expanding businesses, that may need assistance with site location, understanding municipal procedures and regulations, finding and developing an appropriate labour force, and establishing sustainable financing.
- Work with Bruce County Planners and senior management team to ensure zoning, planning, and Official Plans support business growth, retention, and attraction.
- Partner with existing individuals and agencies to market and support the development of existing land within South Bruce.
- Promote space for lease or sale including commercial, industrial, institutional and retail revitalization, working with community groups i.e., EDC, BIA, CIC, and other development services and associations.
- Undertake analysis and evaluation of economic and business development opportunities and identify strategies to develop these opportunities.
- Secure funding for economic development activities and programs
- Work with the Planning, Building and By-Law departments to aid property owners in obtaining access to Community Improvement Plan Grants, and ensure a team approach to supporting the navigation of a new or expanding venture through the various planning approval processes.
- Assist established businesses with expansion and redevelopment proposals, including special projects that may involve being a resource in land development negotiations and property acquisition.

### ADMINISTRATION

- Provides input into the Economic Development budget, prepare reports,

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make recommendations/presentations and attend Council/Committee, senior management, community groups, public and/or other meetings as required.

- Coordinate business development research by collecting, collating and analyzing data pertinent to economic growth in the municipality and local areas; determine data relevance and recommend directions targeting various business sectors.
- Monitor, record and follow-up all inquiries and communications relative to business development, current business and new opportunities. Provide quarterly status reports on current leads.
- Play a key role in providing support for grant applications and review of funding opportunities.

**OTHER**

- Manages special projects as assigned by the Chief Administrative Officer.

**SKILLS**

- Ability to develop and analyze business plans.
- Ability to identify and promote community economic development projects and initiatives.
- Ability to prepare research and prepare statistical reports to committees, Council, and the community.
- High level of proficiency with computer programs including Word and Power Point.
- Ability to work effectively with stakeholder groups, business owners, executives, and elected officials.
- Excellent interpersonal and communication skills demonstrated through the ability to facilitate, network, lead, research, negotiate, analyze, and resolve issues.
- Possesses a strong sense of personal integrity and upholds ethical practices.
- Stress management and time management skills.

**QUALIFICATIONS:**

- College or University degree in Commerce, Economics or a related field and/or certification as a Professional Economic Developer (EcD) or Economic Development Planner;
- Economic development certificate is an asset;
- Minimum of four (4) years of experience in a business/economic development or related role, preferably in a municipal environment
- Demonstrated ability to develop and implement investment attraction and business development strategies.
- Understanding of the land development process, land use planning and municipal processes
- A Driver's License valid in the Province of Ontario.
- **CONDITIONS OF EMPLOYMENT:** Must be able to work independently and meet deadlines. Full-time is based on a 35 hour work week conducted during normal office hours between 8:30 a.m. until 4:30 p.m., Monday to Friday. A flexible one hour lunch period ensures customer service interruptions and delays are kept to a minimum at all times. May be required to work outside and beyond the normal hours of work.