

**MUNICIPALITY OF HURON EAST
JOB DESCRIPTION**

POSITION TITLE:	Economic Development Officer
Department:	Administration
Reports to (Title)	Chief Administrative Officer
Job Description last updated on (Date):	July 29, 2022

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Full-Time
Primary Work Location	Huron East Town Hall
Pay Method (salary/hourly)	Salary
Normal Workweek (# of hours)	40 hours / week + meetings
Overtime Status (paid/unpaid/rate/after x# hours)	1 week in lieu of overtime
Benefits:	OMERS? YES / NO Group Benefits? YES / NO

GENERAL DESCRIPTION (OVERVIEW) OF POSITION

The Economic Development Officer is accountable for leading the economic development function for the Municipality of Huron East, as well as creating and delivering innovative economic development programs that lead to positive outcomes and impacts on local businesses and business attraction, retention and expansion. The role involves developing, implementing, monitoring and reporting on strategic economic initiatives that are aligned with Huron East Economic Development Strategic Plan and long-range economic development. Through partnerships that support the development of the municipality as a location of choice for investment/ trade, enterprise and growth, the position encourages cooperation between private enterprise and public agencies.

1. Scope of position

- i. developing, coordinating and leading various economic development programs and strategic projects on behalf of the Corporation;
- ii. marketing and promotion of the business attraction, and development & investment attraction programs, encouraging and supporting existing industrial and commercial development in the Municipality, and to attracting new business opportunities;
- iii. conducting research and analysis and provide policy advice on issues stemming from the Municipality's interactions with other levels of government and external stakeholders for the Mayor and Chief Administrative Officer on various projects and initiatives.

2. Key Responsibilities

- i. Develops and recommends policies for positive economic development for approval by Council;
- ii. Develop and maintain active contact with business and economic development

- partners, and government agencies to stay abreast of current programs and services ensuring that the Municipality's interests are served;
- iii. Build and develop relationships with various public and private sector representatives to grow the local economy and support economic goals;
 - iv. Research, recommend and apply for available grant programs that enhance economic development and/or support departmental initiatives;
 - v. Provide overall coordination and oversight for the implementation of various projects and activities which are contained in the Economic Development Strategy implementation plan;
 - vi. Compile and update relevant demographic & economic data as required to support the municipality's Community Profile;
 - vii. Lead and maintain the Economic Development & Tourism webpage & Business Directory;
 - viii. Undertake analysis and evaluation of economic and business development opportunities and identify strategies to develop these opportunities;
 - ix. Liaise with the Business Improvement Area (BIA), the Huron County Economic Development, local businesses, and area municipalities to implement economic development initiatives;
 - x. Leads tourism initiatives, including a supporting role with signature events run in the community;
 - xi. Identify the need for and develop a variety of promotional, communication and marketing tools to attract new business and new residents;
 - xii. Develop resources to support, implement, and monitor effective marketing strategies;
 - xiii. Develop and maintain the vacant land & building portfolio;
 - xiv. Conducts general research, analysis, planning, and evaluation;
 - xv. Supervises any part-time or internship staff;
 - xvi. Coordinates the development and implementation of a Community Improvement Plan (CIP), including grants and reviews;
 - xvii. Performs the responsibilities of the position within the legislative/regulatory standards such as the Municipal Act, Ontario Occupational Health and Safety Act, as well as the operational policies and by-laws as set out by the municipality;
 - xviii. Prepares agendas & reports and records minutes for the Economic Development Committee;
 - xix. Other duties as may be assigned by the Chief Administrative Officer.

SECTION A: SKILLS

1.	Knowledge
a)	Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)
	<ul style="list-style-type: none"> • Post-secondary degree in Business Administration, Economics, Planning, or Public Administration, from a recognized institution, or an acceptable combination of education, training and experience.
b)	Formal Training (designation(s) or certification(s)) required:
	<ul style="list-style-type: none"> • Professional Designation in economic development from either the Economic Developers Association of Canada (EDAC) or the International Economic Development Council (IEDC)

or the Project Management Institute (PMP) is an asset

c) Experience and Requirements - Minimum number of years of related work experience necessary to achieve proficiency on the job.

- Five years related work experience in an economic development, planning or land development environment;
- Above average knowledge of the Municipal Act, relevant legislation, municipal policies and procedures and public policy.;
- Demonstrated above average ability to develop and deliver verbal and visual presentations to a variety of groups and stakeholders and communicate clearly and concisely both orally and in writing (English language);
- Ability to preserve confidential information and recognize politically sensitive issues and bring matters of priority to the attention of the CAO;
- Ability to collect, research, analyze and interpret data from a wide variety of sources;
- Effective interpersonal skills to establish and maintain effective working relationships with employees at all levels of the civic service, external partners, outside agencies and members of the public;
- Demonstrated ability to work independently and with minimal supervision;
- Demonstrable knowledge of information database systems and software utilized in the fields of project management, planning and economic development and/or commercial and industrial real estate;
- Sound project management skills set;
- Demonstrated proficiency in the use of personal computers and Windows based software such as Microsoft Office and graphic presentation software;
- Must be prepared to undergo a Criminal Reference Check as a condition of employment;
- Must have a personal vehicle for use in the performance of duties and possess a valid Class "G" Ontario Driver's Licence;
- Must provide consent to conduct regular driver's abstracts through the Ministry of Transportation. A clean driving record is preferred.

d) Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands

Personable	Teamwork
Leadership	Confidentiality
Computer knowledge/skills	Communication skills
Political acumen	Conflict resolution/negotiation
Knowledge of statutes: municipal by-laws and Provincial and Federal regulations	Strong initiative and willingness to learn and take on new tasks and responsibilities
Public relations: Public, Staff, Council	Records Management
Customer Service Skills	Work independently and with others.

Positive, optimistic attitude	Innovative and original
Willing to learn	Problem Solving
Perseverance	Selling and negotiation abilities
Integrity & Honesty	Personal Accountability
Passion for the Community	Self-motivated and goal oriented
Diplomatic and treats everyone with respect and dignity	Ability to network with communities, economic development professionals and a wide variety of other organizations (well beyond the scope of the local community)
Computational Thinking (the ability to absorb and rapidly process data)	Adaptive Thinking
Excellent organizational and time management skills	Good understanding of finance and budgeting
Ability to work effectively with community leaders, diverse community groups and all levels of government	Ability to exercise sound judgment, often in the face of adversity
Ability to analyze problems and seek out innovative solutions	Ability to research and analyze information from a wide variety of sources
Ability to prepare well thought out proposals and make recommendations	Marketing and salesmanship skills; ability to inspire and mobilize people
Basic understanding of land use planning, real estate development, zoning and municipal infrastructure	Good understanding of government and legislative processes
Good understanding of government and legislative processes	Adept at fostering organizational and business development

2.	Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:
	<ul style="list-style-type: none"> • Decisions are of a complex nature. This position is periodically empowered to act without CAO or Council approval with respect to major/complex issues. • This position spends a lot of time investigating alternatives, conducting research before making a decision. • The Economic Development is required to work autonomously and make decisions within guidelines. Decisions made by this position often represent the municipality.
3.	Communication – written, verbal and interpersonal
	<ol style="list-style-type: none"> Excellent interpersonal and communication skills are essential; Comfortable and effective at public speaking and making presentations; An excellent facilitator; Excellent people/public relations, communication, and mediation/negotiation skills; adept at conflict management and resolution; and Social Intelligence (the ability to connect with others).
a)	Internal contacts (council, managers, non-management staff)
	Council, CAO, Department Heads, and staff

b)	External Contacts (general public, suppliers, government, professionals, boards, etc.)
General public, businesses, suppliers, government, professionals, ministry contacts, and boards.	
Nature of the communication:	
<ul style="list-style-type: none"> • Communicates at a medium to high level: main focus is with businesses, public, staff, council and all outside agencies; • Large volume of information which must be detailed, deal with complex confidential information; • Communication of highly complex information, negotiation, and communicating with difficult people and situations are regular occurrences. 	

SECTION B: EFFORT

1.	Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.
<ul style="list-style-type: none"> • Concentration required at times, some complexity to work, analysis and problem solving; • High level of confidentiality at all times; • Ability to react quickly and remain calm under pressure and strain; • Skills to co-ordinate staff; to liaison with peers, the public and media. 	
2.	Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.
<ul style="list-style-type: none"> • Agility and strength to do prolonged and demanding work under adverse conditions; • Must be in relatively good physical condition to perform duties as required; • Manual dexterity for using computer keyboard, high volume of work at times. 	

SECTION C: RESPONSIBILITY

1.	Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning
<ul style="list-style-type: none"> • Performing of duties has an immediate effect on the provision of programs/services; • Frequent contact with the public; • Gives input to development and evaluation of programs/services; • Responsible for economic development functions; • High degree of accountability and accuracy; • Significant consequence as a result of errors; • Responsible for overall fiscal planning of the corporation. 	
2.	Human Resources: personnel policies and procedures, supervision, health and safety, training

	<ul style="list-style-type: none"> Supervises or coordinates the work of the part-time temporary staff, volunteers, vendors, contractors, suppliers, etc.
3.	Material & information resources – equipment, property, data records and software, confidentiality
	<ul style="list-style-type: none"> Responsible for storage and maintenance of material or information for the Economic Development Department; Gives input into purchasing decisions by CAO or Department Heads; Responsible for purchasing in the department (follows procurement policy and approves invoices); Provides input for policies and procedures relating to financial records, services, and systems.

4.	Financial Resources – budgets, treasury, accounting and confidentiality
	<ul style="list-style-type: none"> Work may be of confidential nature; Responsible for the departmental accounting and budget; Consults with other Department Managers and CAO.

SECTION D: WORKING CONDITIONS

1.	Physical surroundings and hazards
	<ul style="list-style-type: none"> Work is generally done at the Municipal office and throughout the community; Works overtime and unusual work hours as required.
2.	Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption
	<ul style="list-style-type: none"> Many interruptions; Frequent contact with the public; Frequent deadlines, must prioritize.

SECTION E: APPROVAL

Employee Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Name	
Signature	
Date	

Supervisor Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable) I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	