



## **Employment Opportunity Economic Development Officer**

Camrose County is currently accepting applications for the position of Economic Development Officer. Reporting to the Manager of Planning and Development, the Economic Development Officer is responsible for upholding a network of contracts in the Economic Community; information referrals; creation of statistical databases; and participation on appropriate boards and committees. The position requires interdepartmental collaboration for economic endeavors and initiatives. The position requires an above average ability to communicate both verbally and in writing to internal and external recipients through various techniques and mediums. The Economic Development Officer will deal with inquiries from ratepayers, business developers, staff, realtors, government agencies, and others on a variety of business development matters. This is accomplished by working within the parameters of the Municipal Government Act, Strategic Plan, Municipal Development Plan, Land Use Bylaw, Area Structure Plans, Outline Plans, and other County policies.

### **Duties and Responsibilities:**

- Create and execute the Economic Development strategy for Camrose County.
- Create economic development documents needed to propose and implement new and existing initiatives.
- Present Economic Development information to a variety of internal and external groups, including Council.
- Create necessary documents and presentations related to Economic Development.
- Produce regular economic updates to the County business community including relevant news articles, procurement, funding and training opportunities, community and economic events, and new initiatives relevant to development in the region.
- Deliver presentations to Council, Senior Leadership, and key internal and external stakeholders.
- Work with the Corporate Services department to ensure that print and website information is relevant and up to date.
- Interact with the business community and economic partners of Camrose County by maintaining an appropriate network of contacts.
- Plan, develop and implement an Economic Development Strategy to follow the Camrose County Strategic Plan.
- Take an active role on internal and external economic development committees, as needed.
- Establish and promote a culture of entrepreneurship and innovation in the County that collaborates with regional partners and programs at the provincial and federal levels.
- Establish strong relationships and knowledge base with local businesses; identify opportunities for growth, investment, and prosperity.
- Strengthen collaboration with partners and regional communities; and broaden awareness of investment opportunities in the County, as well, target potential investment markets.

- Build regional consistency; build visual presentations that can be used for investment attraction; and create presentations of accurate and current business cluster activities.
- Develop and maintain land ownership and land supply database(s) that augment and lever private sector construction activities for acquisition, development, and sales.
- Research and development of renewable energy.
- Help to lead the agricultural development industry and commerce. Develop an agricultural profile and development strategy, as well as engage the farming community, respecting economic development.
- Promote development of Camrose County's industrial parks.

**Qualifications:**

- Completion of a post-secondary certificate or degree in Economic Development or related field, plus a minimum of five (5) years of directly related experience. An equivalent combination of experience and education may be considered.
- A professional Economic Development designation (Ec.D.) is desirable.
- Excellent networking abilities.
- Ability to communicate effectively with both internal and external contacts, with an emphasis on successful issue management and negotiation.
- A concise and positive communicator; an innovator with a progressive style and approachable attitude; and the ability to mediate and problem solve.
- Ability to work independently as well within a team-orientated environment.
- Strong organizational and customer service skills.
- Proven competency and accuracy with Microsoft applications (MS Word, MS Excel, MS PPT), desktop publishing, and website design and maintenance. Social media skills including Facebook, Twitter, LinkedIn and Google Business are an asset.
- Ability to work with confidential and/or sensitive information.
- Valid Class 5 driver's license, with acceptable driver's abstract.
- Acceptable Criminal Record Check.
- Experience in a local government environment is considered an asset.
- Ability to travel within the County for meetings as well as provincially and nationally.

**Work Conditions:**

- Regular hours of work are from 8:30 a.m. to 4:30 p.m. – Monday through Friday
- Sitting/standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and mouse.
- Lifting and transporting of moderately heavy objects.

Interested applicants are encouraged to submit their resume to:

**Paul King, P.Ag.**

**County Administrator**

3755 – 43 Avenue

Camrose, AB T4V 3S8

Email: [pking@county.camrose.ab.ca](mailto:pking@county.camrose.ab.ca)

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.