

Competition No:	2020-35	Duration Tentative:	Full Time (Monday – Friday)
Close Date:	September 25, 2020	Salary	\$73,502 - \$82,728 determined by qualifications and experience
Position Title:	Economic Development Officer		
Department:	Sustainable Economic Development	Hours of Work:	40 hrs/week

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of an **Economic Development Officer**, the incumbent is primarily responsible for facilitating economic development initiatives and activities within the City of Selkirk.

YOUR JOB DUTIES WILL INCLUDE:

1. Administrative Management:
 - Assist with new business establishment, employment and development in Selkirk.
 - Plan, manage and provide oversight for business retention, expansion and attraction initiatives.
 - Assist in the implementation of the City’s strategic goals, objectives, policies, procedures and studies.
 - Compile and analyze existing land use and related information to develop projections and plans for industrial, commercial, residential and other areas of land use.
 - Establish and maintain effective relationships with realtors, business leaders, investors, consultants, lawyers, representatives of senior levels of government, institutions and other community organizations/local bodies.
 - Ensure day to day functions associated with purchasing/selling of municipal property are completed in a timely fashion.
 - Provide progress reports, updates and communication to the Director on all projects, activities and initiatives.
 - Identify, compile and maintain relevant statistical data in a format that can be made readily available for internal and external use.
 - Collaborate with the Marketing and Communications Coordinator to provide a source for media information promoting a positive image of the City.
 - Conduct in-depth studies of new or potential expansion or diversification of business, industry and market options.
 - Attend and participate in professional development to keep updated with best practices.

2. Exceptional Citizen Service:
 - Serve as a primary contact for economic development related inquiries.
 - A catalyst for business development and economic diversification by providing information and assistance on site selection, zoning, permits, variations, development charges, taxes, economic climate, demographics, labour force, city policies, by-laws, regulations, restrictions, fees and development agreements.
 - An advocate for business and investment by providing assistance and delivering appropriate solutions for barriers to growth or development.
 - A liaison with City Departments, Planning Board, business community and other government agencies.
 - A facilitator to develop strategic partnerships and initiatives with external organizations that support local business retention and growth.

3. Capital Asset Management Program
 - Understand and comply with the City's Capital Asset Management policies.
 - Support the development and delivery of the City's Capital Asset Management Program by providing professional advice and undertaking related tasks as needed.
4. To perform other duties as assigned.

SPECIFICATIONS:

1. Knowledge, Skills and Abilities

Minimum qualifications shall include:

- a) Successful completion of a Diploma or Degree from a recognized post-secondary institution in Economic Development, Urban Planning, Business Administration, Commerce, Marketing, or equivalent education and experience in a related field.
- b) Five (5) years of related experience with a demonstrated background in economic development.
- c) Deep working knowledge of the principles, trends and best practices of economic/business development and program administration including business retention and expansion.
- d) Practical experience and working knowledge of economic development's role as an interlocker /catalyst that involves a multitude of stakeholders including private, NGO, institutional and public sector interests to grow the economy.
- e) Working knowledge of land use planning, Manitoba's Provincial Planning Act and Regulations, Codes and Municipal By-Laws.
- f) Communicate clearly, logically, and concisely, both orally and in writing, including public presentations to large and small audiences.
- g) Proven ability in identifying, evaluating, and enhancing economic development programs, policies, and development agreements.
- h) Demonstrated ability to use excellent judgment respecting confidentiality.
- i) Proven ability to respond and work towards solutions involving sensitive community and organizational issues, concerns, and investment /development prospects.
- j) Project management and budgeting experience.
- k) Robust working knowledge of advanced principles, practices and techniques of economic development research including competitive intelligence and statistical analysis.
- l) Demonstrated computer proficiency including Microsoft Office, Geographic Information Systems, database management etc.
- m) Valid Class 5 Manitoba driver License.
- n) Limited travel required for the position.

COMMENTS:

the City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Division via the information provided in the Contact Information section of this posting.

This is a Full-Time permanent position. Applications will be accepted until Friday September 25, 2020. Interested individuals are to specify position being applied for and attach their resume with a cover letter listing how they meet the minimum qualifications/requirements of position. Resumes/applications are to be submitted to:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: jobs@cityofselkirk.com

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.