



Competition No:	<b>2023-03</b>	Duration:	Permanent
Close Date:	February 17, 2023	Salary	\$72,460.85 to 81,555.33 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:

- 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.
- Research, analyze, and prepare data-rich reports, plans, and materials.
- Collect, compile, analyze and manage data, information and intelligence relating to applicable economic structure and associated ecosystem(s)
- Monitor, develop, and update the Sustainable Economic Development micro-site.
- 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. Economic Development:

- Support with securing new investment, business, employment opportunities and development in Selkirk.
- Serve as a senior 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 providing assistance and delivering appropriate solutions for barriers to growth or development.
  - Liaison with City Departments, business community, institutions (education and research) and senior government and government agencies.
  - A facilitator to develop strategic partnerships and initiatives with external organizations that support local business attraction, retention, and growth.
  - Undertake a variety of complex research and strategic analysis activities supporting the City's economic development programs, strategies, goals, and objectives.
3. Exceptional Citizen Service:
- Ensure the efficient and effective provision of services to Citizens and respond to inquiries from the public and other Departments.
  - As part of environmental stewardship to improve City practices and services.
  - Responsible for the preparation of reports, policies, procedures, and programs supporting approved corporate objectives.
  - Respond to inquiries from Senior Management.
  - Work co-operatively with all City Departments and personnel to support corporate initiatives.
4. 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.
5. To perform other duties as assigned.

**SPECIFICATIONS:**

**1. Knowledge, Skills and Abilities**

Minimum qualifications shall include:

- Successful completion of a Diploma or Degree from a recognized post-secondary institution in Business Administration, Commerce, Marketing, Economic Development, Urban Planning, or equivalent education and experience in a related field.
- Ability to analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations supporting identified goals.
- Demonstrable experience in data gathering, interpretation, analysis, and reporting.
- Working knowledge/understanding of Environics Analytics or an equivalent data platform(s).
- Demonstrated market analysis skill set applicable to economic development practices.
- Mature analytical mindset and capacity supported by a minimum of 5 years' experience.

- Working knowledge of the principles, trends and best practices of economic/business development and program administration.
- 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.
- Familiarity with public and private data platforms, subscription services, and other tools commonly used to conduct economic and labor market analyses and other types of economic research.
- Communicate clearly, logically, and concisely, orally and in writing, including public presentations to large and small audiences.
- Ability to identify, evaluate, and enhance economic development programs, policies, and development agreements.
- Demonstrated ability to use excellent judgment respecting confidentiality.
- Proven ability to respond and work towards solutions involving sensitive community and organizational issues, concerns, and investment /development prospects.
- Project management and budgeting experience.
- Demonstrated computer proficiency including Microsoft Office, Geographic Information Systems, database management etc.
- Valid Class 5 Manitoba driver License.
- 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 February 17<sup>th</sup>, 2023. 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](mailto:jobs@cityofselkirk.com)

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

**NOTE:** Employees are required to adhere to a Vaccination Policy.