



JOB DESCRIPTION

Position: Economic Development Officer

Department: Chief Administrative Office

Reports to: Chief Administrative Officer

Position Summary:

The Economic Development Officer assists with the evaluation, implementation and monitoring of opportunities and initiatives relating to the economic development for the Municipality of Strathroy-Caradoc. This position will collaborate with municipal staff, council, and community stakeholders to foster a positive environment for economic development, support ongoing initiatives, and identify new opportunities within the Municipality. The Economic Development Officer reports to the Chief Administrative Officer.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Assist with the planning and coordination of municipal economic and community development initiatives.
- Research, develop and coordinate the implementation of a long-term economic development strategy.
- Support local businesses and residents, as well as promote the municipality to prospective business, residents and broader public.
- Liaise with local businesses, residents, community stakeholders and representatives of government to enhance the local social and economic development of the community.
- Help identify local needs for services/products/jobs through business retention, expansion and attraction efforts.
- Communicate awareness of local trends and opportunities for growth to staff, community stakeholders and external partners.
- Participate in marketing, website administration, tourism, and social media strategies to promote Strathroy-Caradoc.
- Prepare data driven analyses of economic and community development related initiatives; highlighting successes, failures, and next steps.



- Engage residents, community stakeholders and staff in the decision making processes in accordance with the municipality's engagement policies and strategies.
- Coordinate, participate and facilitate in activities related to community and economic development such as meetings and planning projects.
- Perform such other related duties as may be assigned from time to time.
- Develop project plans in accordance with available resources.
- Foster an environment of collaboration and teamwork through communication, networking and relationship building.
- Maintain a high degree of confidentiality.
- Maintain a professional relationship with residents, community stakeholders and all members of the Municipal team.

Minimum Qualifications:

- ❑ Completion of a Bachelor's degree in Economics, Business Administration, Public Administration, or a related field.
- ❑ A Graduate degree relating to Economic Development or Ec.D. Designation is an asset.
- ❑ Two (2) to five (5) years' experience in economic or community development, marketing, business development, planning, or related roles.
- ❑ Proven aptitude for detailed, targeted and quantitative research.
- ❑ Good problem solving capabilities with ability to work independently.
- ❑ Proficient in Microsoft Office Programs (Word, Excel, Publisher, Power Point and Outlook).
- ❑ Website administration an asset.
- ❑ Work experience within a municipality setting is an asset.
- ❑ Provide a valid Criminal Record Check.
- ❑ A valid driver's licence (minimum Ontario G2 class or equivalent) with a satisfactory driver's abstract.

PREPARED BY: Doug Payne

APPROVED BY: Greg McClinchey

UPDATED: August 2019

SUPERSEDES DATE: NA