



## POSITION DESCRIPTION

### **DIRECTOR OF ECONOMIC DEVELOPMENT**

July 2019

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#### **REPORTS TO:**

Clerk-Administrator

#### **POSITION SUMMARY:**

The Director of Economic Development is responsible for promoting economic development and works closely with the Almaguin Community Economic Development Board (ACEDDB). This position has overall responsibility for planning, organizing, directing and evaluating economic development activities. Plans and organizes economic development programs and services to achieve an optimum use of human and financial resources. Provides the leadership to ensure that departmental objectives are met in a safe, effective and efficient manner.

#### **MAJOR DUTIES & RESPONSIBILITIES:**

1. Responsible for the operation of the Economic Development Department in compliance with all provincial legislation, standards and directives. Develops, recommends, implements and maintains departmental policies, procedures and standards to ensure compliance with all related regulations and legislation.
2. Supervises staff and ensures that all work is performed in a safe and efficient manner and in compliance with standard safety procedures.
3. Prepares the departments yearly operating and capital budgets and presents them to the ACEDDB for discussion.
4. Reviews monthly expenditures to ensure they are within budget limitations.
5. Principal staff liaison to the ACEDDB. Provides overall coordination and oversight for the implementation of the various economic development projects and activities.
6. Undertakes analysis and evaluation of economic and business development opportunities and identifies strategies to develop these opportunities.
7. Secures funding for economic development activities and programs.
8. Liaises with the Chamber of Commerce and other economic development organizations.
9. Develops and manages programs and services to improve the business environment in the Almaguin region.
10. Acts as primary contact for developer and investor inquiries and acts as liaison with the local business community, industry and government agencies.
11. Promotes local opportunities and identifies valuable commercial and industrial lands and assist businesses and investor prospects to view these properties.



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12. Develops regional marketing and business attraction tools for implementation by the Economic Development Department.
13. Develops resources to support, implement, and monitor effective marketing strategies. Ensures timely preparation, compilation and distribution of the agenda for economic development meetings.
14. Regularly attends ACEDDB meetings and attends Council meetings and other committee meetings, as required.
15. Maintains an awareness of regional, provincial and federal economic planning programs and activities.
16. Develops and maintains active contact with other business and economic development organizations, and government agencies in order to stay abreast of current programs and services and ensure that the municipality's interests are served.
17. Attends and facilitates community meetings, often with ACEDDB and Council members to provide information and updates to the public at large.

#### **EDUCATION / EXPERIENCE / SKILL:**

1. University degree in Commerce, Economics or a related field and/or certification as a Professional Economic Developer or an acceptable combination of education and related experience;
2. Economic Development Certificate is an asset;
3. Working experience in Economic Development, marketing, and public relations; Requires over two years of being on the job to learn the position.
4. Experience in a computerized environment with a working knowledge of Microsoft Word, Excel, WordPerfect, Outlook and the internet as well as various software programs associated with a municipality, i.e. CGIS
5. Experience in managing and supervising employees on a continuous basis.
6. Must have excellent verbal and written communication skills and ability to relate to elected officials, peers, superiors and the public in a professional manner.
7. Required to work under pressure within severe time constraints maintaining a high degree of accuracy and attention to detail.



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8. Required to perform duties outside normal working hours by attending meetings, training and special meetings, as required.
9. Ability to work positively with others in a team environment.
10. A valid driver's license.
11. Demonstrated ability to develop and manage programs and services relevant to economic development.
12. Demonstrated ability to develop promotional and marketing tools and community events.
13. Demonstrated ability to supervise and manage employees.

#### **Independence of Action**

A high degree of independence of action is associated with this position and sound judgement and discretion are required. The incumbent is expected to develop recommended changes to established methods and procedures. Work involves a choice of methods or procedures or the sequence of operations.

#### **Mental Effort**

Variety of duties with frequent interruptions. Work is varied and requires frequent shifting from one task to another. Mental, visual and /or aural concentration is required when entering data, preparing reports, responding to requests, etc.

#### **Physical Effort**

Work is conducted in an office environment, travelling off-site and as needed for meetings and events and may be required to work outside regular business hours.

#### **Dexterity**

The coordination of fine motor skills is required when operating office and radio broadcasting equipment. i.e. computer, photocopier, shredder, telephone, fax machine, etc.

#### **Accountability**

Actions could result in serious loss of time or resources or cause significant embarrassment within the organization and have some impact on its public image.

#### **Safety of Others**

The degree of care required is typical of a general office setting.



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#### **Supervision**

This position requires the incumbent to assume on a continuing basis the normal supervisory responsibilities over others.

#### **Contacts**

The job involves handling contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the cooperation of others.

#### **Working Conditions**

Work may involve dealing with difficult individuals and includes occasional exposure to rudeness or profanity. The position is subject to deadlines. Required to attend at meetings etc. outside of regular working hours.