

Job Description

Community Economic Development Officer

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Community Economic Development Officer is responsible for facilitating, promoting and ensuring community and economic development in order to secure opportunities for economic and business development and increase local employment.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Community Economic Development Officer reports to the Senior Administrative Officer and is responsible for facilitating community and economic development planning and initiatives; identifying and fostering community economic development opportunities; securing funding for economic development activities and programs; assisting local organizations, businesses and individuals with establishing economic development plans and projects; and promoting the community in order to expand economic development opportunities.

Failure to provide adequate services will result in lost opportunities to increase the economic development of the community and increase local business activity and local employment. Providing increased opportunities for economic development and local employment have a significant effect on the overall well being of community residents.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Facilitate community and economic development planning in order to identify and establish economic development opportunities

Main Activities

- Facilitate the community and economic development planning process
- Establish and support a Community Economic Development Committee
- Establish and support economic development sub-committees (i.e. Tourism Committees)
- Develop economic profiles of the region and community
- Facilitate the development of a community economic development plan including vision, goals and objectives
- Research and provide recommendations on community economic development opportunities
- Evaluate results of economic development studies and agreements and make recommendations
- Take minutes at meetings and maintain economic development committee files and reports

2. Identify opportunities for community economic development in order to development sectors, projects and initiatives

Main Activities

- Identify sectoral opportunities for economic development (i.e. mine support, tourism, forestry, arts and crafts, etc.)
- Act as a liaison between local organizations, businesses and individuals and representatives of government, business and industry concerning economic development
- Develop partnerships within the community to develop and promote opportunities
- Assist local organizations, businesses and individuals to take advantage of economic development opportunities and major projects
- Assist with the development of job creation projects
- Conduct surveys and research on market opportunities
- Identify capital development program opportunities
- Identify community training and development requirements to take advantage of economic development opportunities

3. Secure funding for economic development activities and programs

Main Activities

- Research private and public sector economic development funding opportunities
- Consult with industry and government representatives concerning eligibility requirements for funding
- Prepare proposals for funding to support community economic development

4. Assist local organizations, businesses and individuals with establishing economic and community development plans, businesses and projects

Main Activities

- Identify opportunities for joint ventures
- Assist with negotiations concerning joint ventures
- Provide assistance on preparing a business plan
- Provide advice on market analysis and economic opportunities
- Provide advice on product development and identification of target markets
- Identify management capabilities and recommend training requirements
- Determine start up costs, forecast sales and conduct a break even analysis
- Assist with financing
- Assist with marketing planning
- Conduct financial analysis on proposed business plans and opportunities
- Provide advice on licensing, taxation and business related requirements
- Conduct site visits and monitor business results

- Provide after care services such as assisting with bookkeeping, establishing cash controls and providing training
- Maintain files and records on local businesses and economic development opportunities

5. Promote the community in order to expand economic development opportunities

Main Activities

- Represent the community at regional, territorial and national meetings and conferences on economic development
- Develop community and regional networks
- Develop a business registry
- Attend trade shows
- Develop a communications strategy
- Develop sectoral strategies to promote various opportunities (i.e. tourism, arts and crafts, etc.)
- Develop brochures and promotional materials
- Develop a Community Economic Development Web site
- Promote the use of private sector business services
- Liaise with industry and government representatives to promote local businesses and individuals

6. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ Community Economic Development theories and practices
- ✓ local, regional and territorial economic development potential and opportunities
- ✓ business planning and market analysis
- ✓ financial management and analysis
- ✓ generally accepted accounting principles
- ✓ preparation of financial statements
- ✓ economic development and business promotion
- ✓ accounts payable and accounts receivables
- ✓ preparation of financial reports
- ✓ office administration
- ✓ an understanding of relevant municipal legislation, policies and procedures
- ✓ an understanding of the northern economic, cultural and political environment

Skills

The incumbent must demonstrate the following skills:

- ✓ ability to develop and analyze business plans
- ✓ ability to identify and promote community economic development projects and initiatives
- ✓ team building skills
- ✓ accounting and bookkeeping skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal, presentation and listening communications skills
- ✓ effective negotiation and mediation skills
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development programs at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Community Economic Development. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The Community Economic Development Officer would normally attain the required knowledge, skills and attitudes through completion of a Diploma or Degree in Community Economic Development and/or Business Administration combined with related financial experience. Equivalencies will be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Community Economic Development Officer will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Community Economic Development Officer may also have to do some light lifting of supplies and materials from time to time.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Community Economic Development Officer may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of residents, clients and contractors. The Community Economic Development Officer may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The municipal office may be noisy and busy making it difficult for the Community Economic Development Officer to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Community Economic Development Officer will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

CERTIFICATION

| | |
|---|--|
| Employee Signature | Supervisor's Title |
| Printed Name Date | Supervisor's Signature Date |
| I certify that I have read and understand the responsibilities assigned to this position. | I certify that this job description is an accurate description of the responsibilities assigned to the position. |
| Senior Administrative Officer's Signature Date | |
| I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure. | |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.