

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

**Economic Development Officer**

*Planning and Development*

**Overview**

The Economic Development Officer (EDO) helps create an environment for economic growth and investment in the Municipality of Cumberland. The EDO provides advice to the Director and CAO on economic development matters. The EDO works with other partners to advance outcomes related to shared economic and tourism priorities.

The EDO reports to the Director of Development & Planning.

**Responsibilities**

Economic, Business and Tourism Development

- Supports the outcomes in the Joint Economic Development Plan.
- Supports the outcomes in the Joint Tourism Development and Marketing Strategies.
- Works with businesses and entrepreneurs to navigate government processes and opportunities.
- Keeps informed of economic development trends, policies, programs, funding, and business development and attraction opportunities.
- Helps attract and support events with positive economic impact for the Municipality.
- Implements initiatives to improve the growth and development of the Cumberland tourism industry, products, destinations, and attractions.

Networking

- Develops positive relationships with other municipalities and levels of government for potential partnering and/or collaboration for economic development.

- Develops relationships with existing and new community business groups.
- Develops tourism partnerships and alliances among private sector, community, and other tourism stakeholders.

### Administration

- Provides strategic advice to the Director and CAO on economic development.
- Researches and prepares funding applications and background materials regarding potential economic development projects and initiatives.
- Provides regular progress updates on economic and tourism related plans and strategies.

### Qualifications

This position requires a degree/diploma in Business, Marketing, Community Economic Development, Community Studies, Tourism, or related education, as well as excellent communication, teamwork, interpersonal, and organizational skills.

Minimum 3 years of related work experience and demonstrated project management experience. A suitable combination of experience and education will be considered.

Knowledge and/or experience in facilitation, community development, training and adult education, organizational development, and asset mapping would be considered an asset.

Community Economic Development and EDAC Economic Developer Certification, Project Management Professional (PMP) certification, and experience working in a municipal government environment would also be considered assets.

A valid Driver's License in Nova Scotia is required.

### **Terms and Conditions of Employment**

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
\$61,000	\$63,250	\$65,500	\$67,750	\$70,000	\$72,250

The Municipality's *Personnel Policy* should be referred to for additional information regarding conditions of employment.