Job Posting

Economic Development Officer (2 positions)

The position of the Economic Development Officer has been created to support and enhance two key elements of that vitality – the local economy and community sustainability. These key elements are addressed in the Municipality's Joint Community Economic Development (CED) Strategy. It is the role of the Officer to lead the implementation, assessment, and improvement of the Strategy and to advise Council, the CAO, the Director of Community Development, businesses, and community organizations regarding CED initiatives and opportunities. The Officer is responsible to develop, implement, monitor, and evaluate CED initiatives.

The Officer is also responsible for leading the implementation of the Cumberland Region Joint Tourism Development Strategy and Marketing Strategy.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

Deadline for resumes is Wednesday, June 30, 2021 at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Economic Development Officer"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Economic Development Officer

Community Development Department

Overview

As proclaimed by its Mission Statement, the Municipality of the County of Cumberland is strongly committed to sustaining and enhancing the vitality of our communities. The position of the Economic Development Officer has been created to support and enhance two key elements of that vitality – the local economy and community sustainability. These key elements are addressed in the Municipality's Joint Community Economic Development (CED) Strategy. It is the role of the Officer to lead the implementation, assessment, and improvement of the Strategy and to advise Council, the CAO, the Director of Community Development, businesses, and community organizations regarding CED initiatives and opportunities. The Officer is responsible to develop, implement, monitor, and evaluate CED initiatives.

The Officer is also responsible for leading the implementation of the Cumberland Region Joint Tourism Development Strategy and Marketing Strategy.

This position directs the work and approves the billings of the contracted Project Facilitator.

The Officer reports to the Director of Community Development.

Behavioural Competencies

Behavioral competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life, and work experiences, and in our relationships. This position requires a high level of behavioral competence from the following areas:

Working Strategically	Achievement	Leading and Developing Others
Innovation	Flexibility	
Communication		

Key Outcomes and Responsibilities

Lead the Implementation, Assessment, and Improvement of the Joint CED Strategy

- The Municipality has partnered with the Towns of Amherst and Oxford, and the Cumberland Business Connector to develop the Joint CED Strategy. The Officer works collaboratively with the partners to implement, assess, and improve the Strategy. Responsibility for implementation of the various aspects of the Strategy is shared among the four partners according to the interests and capacities of each. These responsibilities will shift as circumstances require. Care is taken to ensure the work is performed in a coordinated and complimentary fashion in order to avoid duplication of effort;

- Work with the Joint CED partners to implement an effective Business Retention and Expansion program by creating and maintaining accessible databases of the information businesses need to make decisions, and by helping to ensure an educated workforce is available;

- Act as liaison between local organizations, businesses, individuals, and representatives of government concerning economic development and assist in capitalizing on identified economic development opportunities and projects; and

- Ensure the Mayor, Council, CAO, Directors, and other staff are informed regarding the implementation and improvement of the Joint CED Strategy.

Effectively Manage Economic Development Projects to Support the Joint CED Strategy

- Lead or oversee project management for CED projects;

- Research and prepare funding applications;

- Prepare procurement documents, as needed; and

- Research and prepare reports and communications materials regarding potential economic development projects and initiatives.

Lead the Implementation of the Cumberland Region Joint Tourism Development Strategy and Marketing Strategy

- The Municipality has played a leadership role in the development of a joint Tourism Development Strategy with the Towns of Oxford and Amherst. The Officer will ensure the Strategy is effectively implemented by utilizing best practices, strategic thinking, and community consultation to coordinate the development and lead the execution of the Strategy, including a Marketing Strategy, which grows the tourism sector;

- Lead and implement initiatives to improve the growth and development of the Cumberland tourism industry, products, destinations, and attractions; and

- Develop and enhance strategic and creative tourism partnerships and alliances among private sector, community, and other tourism stakeholders.

Promote the Development of Renewable Energy Sources through Investment and Attraction in Cumberland County

- Lead the development of renewable energy opportunities and partnerships;

- Oversee the development and management of the Springhill Geothermal Industrial Park;

- Evaluate programs and ensure opportunities are provided in an efficient and effective way;

- Analyze renewable energy opportunities, legislative framework analysis, and policy development;

- Provide regular updates to the CAO and the Cumberland Energy Authority Committee; and

- Keep informed of new developments in the field of renewable energy (i.e., new technologies, programs, policies, and legislations).

Qualifications

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

Minimum of 3 years of related work experience and demonstrated project management experience.

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

Knowledge of or experience in the telecommunications industry would be considered a strong 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.

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

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$58,513	$61,439	$64,365	$67,290	$70,216	$73,142