



# Rural Municipality of ST. ANDREWS

Box 130, 500 Railway Avenue  
Clandeboye, Manitoba R0C 0P0  
Phone: 204-738-2264 Ext. 137  
1-866-738-2264 (toll free)  
Fax: 204-738-2500  
E-mail: [office@rmofstandrews.com](mailto:office@rmofstandrews.com)  
Website: [www.rmofstandrews.com](http://www.rmofstandrews.com)

**COMMUNITIES WORKING TOGETHER**

## PLANNING AND ECONOMIC DEVELOPMENT OFFICER

### **Position Profile:**

Reporting to the Chief Administrative Officer, the successful applicant will serve as a key member of Rural Municipality of St. Andrews (R.M.'s) senior management team, with primary responsibility for leading the R.M.'s land use planning and economic development activities. Provides reports to and interacts with Council to demonstrate progress against key RM priorities in economic development and planning.

### **Key Responsibilities:**

#### *Planning & Land Use*

- provides leadership for R.M. planning projects and priorities for industrial, commercial, residential and other areas of land use.
- coordinates planning consultants and other professional services providers.
- serves as the R.M.'s primary liaison with the Red River Planning District, Province of Manitoba, and other regulatory bodies on planning matters and development applications.
- manages the purchase sale, rezoning or subdivision of municipal property, including required negotiations.
- compiles and analyzes relevant information as it relates to specific projects or R.M. initiatives.
- builds and maintains relationships with the development community and provides information, advice and guidance to the public with respect to planning and sustainable development practices and RM planning and land use projects.

#### *Economic Development*

- as the R.M.'s senior contact for economic development related inquiries, this position is responsible for supporting, providing input to and managing all economic development initiatives undertaken by St. Andrews.
- identifies and supports the R.M.'s goals to secure new investment, business, employment, partnerships and overall development.
- liaises between the R.M. and stakeholders such as the provincial and federal governments, private industry and financial institutions with respect to economic development.
- research government programs and develops and manages grant applications.

In support of the position's key responsibilities, is responsible for developing and implementing strategic communications initiatives, assisting with community consultations, and preparing a variety of reports, research papers, presentations and historical documentation. As the R.M.'s representative will attend stakeholder meetings and supports and sits on related boards and committees as required.

## **Qualifications and Experience:**

- Successful completion of a Diploma, Degree or recognized Certification in Urban Planning, Economic Development, Geography, or Engineering, or equivalent education and experience in a related discipline.
- Completion of CMMA is an asset.
- 2 years prior experience in economic development and planning, preferably some of which is within a municipal/public sector environment.
- Demonstrated project management experience
- Experience with data gathering and analysis and preparation and presentation of reports
- Experience with Geographic Information Systems (GIS) and its application in the field of planning is an asset.
- Excellent interpersonal, oral and written communication skills
- Demonstrated team player, with the ability to work effectively with a variety of stakeholders both internal and external
- Proven ability to respond to and work towards solutions involving sensitive community, business, and organizational issues and concerns
- Effective organization and time-management skills with the ability to manage multiple projects simultaneously.
- Ability to travel and work additional hours as required to perform key responsibilities.

**This is a full-time permanent position. The RM offers a comprehensive compensation and benefits package. Resumes, including a cover letter should be sent to the email address as noted below.**

**The position will remain open until filled. Applications will commence being considered starting May 15<sup>th</sup>, 2023.**

**The RM thanks all applicants for their interest in this position but only those selected for an interview will be contacted.**

**Attention: Laurel Repski**  
**Human Resource Consultant**  
**R.M. of St. Andrews**  
[repskihrc@gmail.com](mailto:repskihrc@gmail.com)