Job Description

**Job I.D.: XX**

**Position Title: Regional Support Economic Development Coordinator**

**Division: Economic Development**

**Reports to: Economic Development Manager**

**Pay Grade:**  **8(Not reviewed)**

**Hours: 8:30 – 4:30 Monday - Friday**

**Hours per Week: 35**

**Locations: Hub Locations (Port Elgin, Wiarton, Walkerton)**

Your Contribution to Bruce County:

If living in Bruce County is a journey of exploration and discovery, we who work here and serve this community are “the guides”.

So the question becomes: What makes an outstanding Guide?

In Bruce County it means:

* Being accountable beginning to end – actually owning any questions until an answer is found.
* It means being more adaptable to your surroundings and to your peers.
* It means being innovative – building bridges, working together to find resolutions - instead of creating obstacles.
* And genuinely helping the people who live and work here make better individual choices that also reflect the public interest.
* Ours is an explorer culture.
* What we discover in that context, working together – just might be amazing!

# Purpose

Reporting to the Manager of Economic Development, the Regional Support Economic Development Coordinator supports a collaborative approach to economic development delivery in the County. In addition, the coordinator assists the County of Bruce and local municipalities on the development and implementation of projects and initiatives that support key sectors: energy, agriculture, and tourism. The Regional Support Economic Development Coordinator manages day-to-day tasks related to both Bruce County and select local municipalities and participates on a variety of work teams.

# Core Competencies

* Adaptability - Adapts and responds to changing conditions, priorities, technologies, and requirements.
* Accountability - Takes ownership of personal workload, as well as the workload of employees under his/her direction.
* Attention to Detail - Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered.
* Client/Customer Focus - Provides superior service to both internal and external customers.
* Commitment to Health and Safety - Works in compliance with all applicable health and safety legislation and established policies and procedures.
* Compassionate - Shows concern and empathy in a supportive manner to colleagues and clients.
* Communication - Expresses and transmits information with consistency and clarity.
* Cooperation - Works with others to prevent conflict and share resources to encourage symbiotic relationships within the organization.
* Cultural Sensitivity - Promotes an inclusive environment exemplified by understanding all cultural groups.
* Judgement - Ability to use sound reasoning when faced with various issues. Has the ability to make quick, effective decisions.
* Ownership - Takes pride in the work that is accomplished and understands the function of tasks within the larger picture of the organization. Ensures deadlines are met and work is completed properly.
* Professionalism - Demonstrates professional standards of conduct when governing interactions between individuals in a business environment.
* Resourceful - Responds to difficult situations or workplace requirements by using the available tools and information to support decisions and solutions.
* Results Orientation - Able to focus on desired outcomes, and the means by which they are achieved by meeting and or exceeding standards based on past performance, goals, and objectives, as well as the performance and/or achievements of others.
* Teamwork - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment.

# Responsibilities

1. **Project Coordination (65%)**
* Participate with individual local municipalities to support specific economic development initiatives and the development and implementation of County-wide and community-based initiatives that market, promote and enhance economic development opportunities.
* Working with various levels of administration to scope project requirements, track all work and project assignments and develop a comprehensive workflow process for the local municipality.
* Coordinate and organize activities relative to each assigned project including scope, time, cost, quality, resources, communications (both internal and external), and risk, in conjunction with local representatives.
* Gather all project information and keep accurate project files including schedules, communications, assignments, tasks, and project meeting minutes.
* Monitor project schedule, plans, work hours, track the progress and quality of work being performed highlighting any potential issues that might affect the project schedule or priorities.
1. **Succession Planning and Training (20%)**
* Develop a formal succession plan for all projects developed as part of this role, in conjunction with the local municipality.
* Act as a resource and mentor for local municipal staff related to economic development opportunities.
* Provide necessary resources and recommendations, in conjunction with the Economic Development Manager to local administration on economic development related projects.
1. **Communication (15%)**
* Provide updates on projects and processes in regular updates to the affected local municipality.
* Develop positive, professional working relationships with County staff, elected officials, municipal staff, Chambers of Commerce, BIAs, the local business community, external partners and stakeholders.
* Develop and provide a final report to applicable municipalities near the end of the project.
* Support the Economic Development division and applicable local municipalities to advance the strategic goals by preparing presentations, formulating reports, internal and external speaking engagements and meeting and discussion opportunities with stakeholders.

The duties and responsibilities outlined above are representative but not all-inclusive.

# Impact of Error

Lack of proper research, planning and paying attention to detail could potentially lead to imprecise delivery of information or advice, which could have financial and emotional ramifications for business owners, and may adversely impact the reputation of the County of Bruce. Inaccuracies in program development could harm regional working relationships. Failure to act in a professional and courteous manner could lead to unsatisfactory interaction with the public and impact the department’s credibility with key partners.

# Knowledge and Skills

* Post-secondary degree in Business, Commerce, Marketing, Tourism, Community Development, Communications, or Public Relations
* Three years of previous work experience in economic development or community development marketing, or communications, preferably in a government setting
* Competency in Microsoft Office Suite, Word Press, and Adobe Creative Suite software
* Ability to absorb new ideas and concepts quickly and to ensure they are clearly communicated to an audience
* Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
* Ability to effectively communicate both verbally and in writing
* Demonstrated ability to build and maintain lasting working relationships
* Demonstrated ability to be fiscally responsible and suggest cost-saving measures
* Excellent writing skills, including proper spelling, grammar, and punctuation
* Experience with strategic development and initiative-based project leadership
* Familiarity with techniques for interacting with individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone
* Highly developed understanding of industry regulations, standards, and best practices
* Meticulous records maintenance skills
* Proficiency in Microsoft Office programs

# Physical and Working Demands

## Physical Demands:

While performing the duties of this position, the incumbent is regularly required to sit for long periods of time, and to walk for short periods of time. The incumbent occasionally drives as part of this role.

## Sensory Demands:

While performing the duties of this position, the incumbent is regularly required to operate a computer and to read and input data for long periods of time. The incumbent is also continuously required to read and input data for long periods of time. The incumbent is also occasionally required to attend meetings for significant periods of time.

## Mental Demands:

While performing the duties of this position, the incumbent is required to maintain a high level of concentration throughout the day while reading and interpreting data, in order to use mathematical reasoning to solve complex problems.

## Working Conditions:

For the most part, the incumbent will work in typical office conditions. Noise levels are typical of an office that is open to the public.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# Dimensions:

**Number of Direct Reports: 0**

**Number of Indirect Reports: 0**

**Total Number of Reports: 0**

**Operating Budget: N/A**

**Capital Budget: N/A**

**Salary Budget: N/A**

**Total Budget: N/A**

# Contacts:

## Internal Working Relationships:

* Regular contact in person and by correspondence within the department.
* Occasional contact in person and by correspondence within the entire organization.
* Occasional contact in person and by correspondence with the senior management team.

## External Working Relationships:

* High level of contact with staff of municipalities within the County.
* Regular contact with agencies and stakeholders involved in economic development.
* Regular contact with members of the public.

# Certification/Authorization

Employee's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_