# TOWNSHIP OF NORTH HURON POSITION PROFILE

Position Title **ECONOMIC DEVELOPMENT OFFICER**

Department  **ADMINISTRATION**

Report to Title **CAO**

Revised January 2023

Pay Range: **Pay Band 8**

Position Status: **Part Time Employee**

Pay Method: **Hourly**

Normal Work Week: **20 hours**

Hours over 37.5 to 40.0 hours in a week: **Time off in lieu on a one-to-one basis**

Overtime greater than 40.0 hours in a week: **Paid at time & half**

Location: **North Huron Municipal Office**

# A - POSITION DESCRIPTION

1. **Scope of Position**

Reporting to the CAO, the Economic Development Officer will attract new businesses and industries to North Huron and will work with property owners, developers and builders to create attractive business locations. The position will also provide support to existing business owners.

# Key Responsibilities

*Operations* & *Program Delivery*

* 1. Responsible for the Township's economic development including, but not limited to, business development, downtown revitalization, business attraction and retention, small business development, and securing provincial and federal grant programs to advance economic development projects.
	2. Primary contact and liaison for prospective, existing and expanding businesses requiring assistance with site locations, understanding of municipal procedures and regulations, and statistical and community information related to the Township.
	3. Represents the Township and maintains partnerships and communication with commercial and industrial businesses and the agricultural community.
	4. Develop a network of resources beyond North Huron through organizations such as the Economic Developers Council of Ontario and the Economic Developers Association of Canada.
	5. Assists in the preparation, support and monitoring of the annual operating budget for economic development.
	6. Undertake special projects and perform other duties and tasks that may be assigned by Council, or CAO/ Deputy Clerk in accordance with corporate objectives.

*Information Resources*

* 1. Attends Council and other relevant meetings when required to provide advice and guidance that implements resulting actions.
	2. Attends seminars and conferences valuable to the position; being mindful of budgetary restraints with the ability to obtain alternative sources of funding and to catalogue and report on grant proposals and assist with their submissions.
		1. Regularly collects and analyzes social and economic data and research through surveys and other forms of data collection for the assessment of development of potential and future trends and maintaining social and economic profiles of urban and rural communities in North Huron.
1. Actively seeks out alternative sources of funding for the Township and other associated Committees and organizations for business development, land sales, downtown redevelopment and similar.

# Key Relationship

#  *Internal*

 *CAO/Deputy Clerk*

*Senior Management Team Council*

*Municipal Staff*

## External

*Public: handle inquiries related to business and industry and the general community.*

*Local Businesses/ Business Owners Huron County Planning Department Huron County Economic Department Community Futures Huron*

*Huron Manufacturing Association Physician Recruitment Committee*

## Public Relations

*As an ambassador for North Huron the Economic Development Officer is responsible for promoting North Huron* as a *place to live, work and play. The deals with the media and is responsible for overseeing external communication pieces related to economic development.*

# Decision Making Authority

Economic Development runs independently. As a result, many decisions will be made by the Economic Development Officer within the framework of North Huron's policies and procedures and as determined by by-laws of the Township and the direction of Council. This position makes some mid-level decisions, some decisions will require the approval of Council and/or the CAO.

# Problem Solving Responsibility

The Economic Development Officer is required to solve many varying problems. Often problems must be solved and recommendations made quickly. The Economic Development Officer must have the ability to analyze, assess, interpret data and situations, compile results, make detailed calculations, investigate problems and accidents and prescribe solutions. Being a critical and independent thinker, recognizing problems, issues and opportunities and bringing forward new ideas, options and solutions will assist in the positions problem solving abilities.

The Officer may turn to the CAO for recommendations or advice when problems arise that are beyond the scope of their position.

# B - POSITION SPECIFICATIONS

1. **Formal Education and Training**

*Diploma/Degree/Certificate*

*In Community Development, Business Development, Economics, and/or Social Science.*

*Professional Designation/Certification*

*Ec.D. Certified Economic Developer through the Economic Developers Association of Canada* is *desirable.*

*MAP, AMCT, or other similar designations would be considered an* asset.

*Business Retention and Expansion Certificate would be considered an*

asset.

*Downtown Revitalization Certificate would be considered an* asset.

*Membership and participation in the Economic Developers Council of Ontario, Economic Developers Association of Canada, International Economic Developers Council and the Ontario Business Improvement Area Association.*

# Work Experience.

*Minimum 5-10 years in* a *community/economic development role in the not-for­ profit or municipal sector.*

*Experience in* a *municipality* is *preferred but not required.*

# Knowledge

Business planning and business expansion/ marketing strategies; Local, regional and provincial economic potential and opportunities; Understanding of relevant municipal legislation, policies and procedures;

Understanding of the local economic, cultural, and potential environment;

Municipal functions and responsibilities; Applicable Provincial legislation, regulations; Council functions and responsibilities.

# Other Key Skills and Competencies

Proficient with Microsoft Office software and familiarity with various other software such as Keystone, Stone Orchard, etc;

Valid Ontario Driver's License in good standing and a personal vehicle for use on the job;

Demonstrated ability to be a team player with effective oral, written and interpersonal communication skills to ensure effective working relationships with other employees, Council, and the general public; Knowledge of business development and marketing concepts;

Strong time management and organization skills;

Professional under pressure.

# C - POSITION CHARACTERISTICS

1. **Impact & Accountabilities**

The Economic Development Officer is responsible to the CAO for the Economic Development department resources of the Township.

The Officer will work independently but with supervision from the CAO.

# Supervisory Responsibility

Provides supervision of the Community Engagement Coordinator

# D - WORKING CONDITIONS

1. **Physical Effort and Environment**

At certain times the Economic Development Officer may have to work in excess of their normal work week. The normal physical working environment is comfortable, indoors in an office or meeting space. On occasion, the Economic Development Officer may work in varying environments including the outdoors. Physical demands require extensive computer work, concentration and sitting.

# Mental Effort

The mental strain resulting from the work of the Economic Development Officer ranges from moderate to considerable dependent on the number of projects.

Work involves many competing deadlines, completing competent reports and responses and potential for frequent interruptions. Concentration is required to complete tasks. Accuracy and attention to detail is essential in success.