

The City of Pickering is committed to creating an equitable, diverse, and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

---

### Senior Officer, Economic Development & Strategic Projects

Responsible for developing, coordinating and leading various economic development programs on behalf of the Corporation. This includes the promotion of the business attraction, and development & investment attraction programs, encouraging and supporting existing industrial and commercial development in the City, and to attracting new business opportunities.

Responsible for assisting with government and stakeholder relations, as well as the project management of major Strategic Projects and studies related to infrastructure needs for residential and non-residential growth.

#### Successful applicants will possess the following:

- Post-secondary Degree in Business Administration, Economics, Planning, or Public Administration, or an acceptable combination of education, training and experience.
- Professional Designation in economic development from either the Economic Developers Association of Canada (EDAC) or the International Economic Development Council (IEDC) or the Project Management Institute (PMP) an asset.
- Five years related work experience in an economic development, planning or land development environment.
- Above average knowledge of the Municipal Act, relevant legislation, City policies and procedures and public policy.
- Demonstrated above average ability to develop and deliver verbal and visual presentations to a variety of groups and stakeholders and communicate clearly and concisely both orally and in writing (English language).
- Ability to preserve confidential information and recognize politically sensitive issues and bring matters of priority to the attention of the Director.
- Ability to collect, research, analyze and interpret data from a wide variety of sources.
- Effective interpersonal skills to establish and maintain effective working relationships with employees at all levels of the civic service, external partners, outside agencies and members of the public.
- Demonstrated ability to work independently and with minimal supervision.
- Demonstrable knowledge of information database systems and software utilized in the fields of project management, planning and economic development and/or commercial and industrial real estate.
- Sound project management skills set.
- Demonstrated proficiency in the use of personal computers and Windows based software such as Microsoft Office and graphic presentation software.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must have a personal vehicle for use in the performance of duties and possess a valid Class "G" Ontario Driver's Licence. Must provide consent to conduct regular driver's abstracts through the Ministry of Transportation. A clean driving record is preferred.

Compensation includes the ability to work a hybrid remote schedule, a comprehensive benefits package, pension plan, and an annual salary range starting at \$97,260.80 based on 35 hours per week.

---

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only) on or before Thursday, September 26, 2024.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

---

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. In accordance with the *AODA Act*, accommodations will be provided throughout the recruitment process where required. Documents can be made available in alternate formats upon request.

**An Equal Opportunity Employer**

