



JOB OPPORTUNITY MANAGER – ECONOMIC DEVELOPMENT

Term – 2 year contract with the possibility of extension

The opportunity

Leduc County is looking for an experienced and highly motivated Manager – Economic Development to join our team for a 2-year term contract that has the possibility of an extension. The opportunity reports to the Director – Planning and Development and is a key contributor to the achievement of the department’s and Nisku Recreation Centre operational deliverables. This exciting opportunity provides leadership to the economic development work group and is accountable for the delivery of operational objectives and the economic development strategy for Leduc County.

About us

The safety of our staff and citizens is our primary concern and we are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County’s mission is to serve its citizens and create an enhanced quality of life through effective leadership, committed partnerships and open, transparent communication. Our vision is to be a leading member of the Edmonton Metropolitan Region, offering an economic advantage, sustainable agricultural network, environmental leadership and an unsurpassed quality of life.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County’s vision of growing a vibrant and spirited community.

You excel in developing and delivering economic plans aligned to the organization and department’s strategies and operational objectives – a practicable visionary! Your team leadership, project management and communication skills are outstanding and you are efficient and effective at building strong collaborative business relationships and activities to encourage investment attraction and support business retention and expansion. And, if developing and managing budgets, preparing and presenting reports, and sound decision making and maintaining confidentiality is second nature to you, keep reading because we want to hear from you!

What you will do

- Develops and delivers appropriate economic development plans, strategies, directives and processes to align with the department’s operational objectives.
 - Prioritizes work in a changeable environment.
- Manages and supports staff in the implementation of service area deliverables, delegate’s responsibilities

appropriately and provides guidance and motivation to achieve outcomes.

- Confirms interactions with stakeholders are timely and productive and meet corporate standards.
- Manages the development of collaborative partnerships in the Edmonton Metropolitan Region, i.e.: Edmonton International Airport (EIA) and Edmonton Global.
 - Participates in regional and intermunicipal initiatives related to economic development.
- Develops performance measurement criteria for the economic development function.
- Develops, recommends and maintains budgets for economic development services that align with departmental objectives.
- Develops relationships and activities to encourage investment attraction and business retention and expansion between the business community and County.
 - Collaborates with urban municipalities on rural community economic development initiatives.
- Manages the development and implementation of the County's economic development programs and resources.
 - Manages the County's economic diversification strategies, change initiatives, work force transition approaches, and pursues grant opportunities.
 - Performs community assessments to determine the feasibility of advancing the County's economic development objectives.
- Works collaboratively within the organization to create a customer centric approach when planning and developing activities.
 - Collaborates with the Manager - Development Services to support ongoing customer service and process improvements.
 - Liaises between the development communities on approval processes.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for the work group's compliance with the Alberta Occupational Health and Safety Act, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required and assigned.

What you need to succeed

Must-have

A degree in business, economic development, urban and regional planning, or equivalent discipline and five (5) years' experience working with municipal teams, councils, boards, commissions, business and industry is required. Must be eligible for or maintain membership with Economic Developers Alberta (EDA) or Economic Developers Association of Canada (EDAC). Proficiency with the Microsoft Office suite of tools and other database and spreadsheet applications is required. Proven achievement of results



through efficient coordination of work, strength in management and leading teams, sound decision-making, budgeting, project management is key to success in the role.

Nice to have

Certified Economic Developer (Ec.D.) accreditation through EDAC is preferred. Familiarity with municipal operations and knowledge of rural communities is a strong asset.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary between **\$99,552 and \$124,440**. As this is a management position we offer five compensated manager days. Vacation is a percentage calculation paid on each pay. Parking is free.

The opportunity is a 2-year term contract with the possibility of extension. The opportunity is full-time 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The work site is located at the Nisku Recreation Centre, 606 – 18 Avenue, Nisku, AB. The Leduc County office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted on our website at careers.leduc-county.com to be considered. This opportunity will **close on Friday, July 22, 2022 at 4:30 P.M.** Applicants may be contacted for an interview prior to the closing date.

We thank all applicants however only those selected for an interview will be contacted.

