



Economic Development Officer Competition #J0422-1265 One (1) Permanent Full-Time Position

The City of Fort Saskatchewan is seeking a confident, motivated, customer service focused professional to join our Economic Development Team. Reporting to the Director, Economic Development, the Economic Development Officer provides quality and timely project management skills and capacity building services to satisfy a range of corporate requirements. Emphasis will be placed on areas of economic development, business development, land administration, planning, subdivision, and development services. This position provides support to the Director of Economic Development in a variety of roles and responsibilities relating to the coordination and implementation of the City's Economic Development Plan, Downtown Area Redevelopment Plan, and city-wide strategy.

Specific accountabilities include supporting the attraction of new investment to the City using a data-driven approach through implementation of the City's Investment Attraction Strategy. This involves support to throughout the entire process including initial contact, location decision, permitting and regulatory, and investor aftercare. The Economic Development Officer will liaise with the Planning & Development Department to guide major development permits applications, including multi-unit residential, commercial, industrial, institutional, sign, and home occupation, in accordance with protocols, legislation, and defined processes. This role involves project management of special initiatives of the City, and provides marketing and communications support to departmental activities related to business attraction, retention and growth initiatives, as well as stakeholder engagement. The Economic Development Officer will establish, foster, and maintain positive relationships within the community, the local business community, and with other levels of government and stakeholders.

The successful candidate will have a Diploma or Certificate, preferably a Bachelor's Degree in Community Economic Development, Commerce, Communications and Marketing, Business Administration, Urban or Regional Planning, or related field. Membership with Economic Developers Association of Canada and/or Alberta, and Alberta Development Officers Association is considered an asset. A minimum of three years experienced in Economic Development, Planning, or similar field is required. Previous experience in Business Development, Land Development, Land Use Planning, Communications and Marketing is preferred. The incumbent must have demonstrated knowledge of provincial and municipal planning statutes, as well as planning and development processes. The ability to communicate constructively in a positive, confident and respectful manner (written and oral) to internal and external stakeholders is essential.

The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$88,081 to \$103,603 per annum. Qualified applicants are invited to apply in confidence no later than **Thursday, May 12, 2022** through the Career Portal on the City's website at www.fortsask.ca.



Take your Career in the Right Direction

Fort Saskatchewan, home to more than 27,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta Region 4, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.