

## MANAGER, ECONOMIC DEVELOPMENT

### MUNICIPAL DISTRICT OF GREENVIEW

**DIVISION:** Planning and Economic Development

**DEPARTMENT:** Economic Development

**LOCATION:** Grovedale, Alberta

**STATUS:** Accepting applications until a suitable candidate is found.

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*Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.*

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Director, Planning and Economic Development, the Manager, Economic and Tourism Development is responsible for developing the hamlets and rural areas of Greenview through a collaborative framework consistent with legislation.

This position has several direct reports related to economic development and tourism and ensures the successful operation of the Hamlet of Grande Cache Tourism and Interpretive Center by tourism staff.

The main focus of this position will be working with regional economic partners to build on current rural business success, enhance community growth initiatives, boost the tourism and attraction industry and explore new and emerging opportunities.

Additional duties include, but are not limited to, supporting the Greenview Industrial Gateway and other regional initiatives while maintaining clear communication networks with internal and external stakeholders.

### MAJOR

- Preparation and administration of the Economic Development and Tourism program budget.
- Work towards the organizational implementation of Greenview's Strategic Plan and support of Council initiatives.
- Manage, oversee, coordinate, and support direct reporting staff in Economic Development and Tourism.
- Work collaboratively and in mutual support of key internal stakeholders, including but not limited to Communications and Marketing, Planning and Development and the Greenview Industrial Gateway.
- Work proactively to ensure business retention and expansion within Greenview.

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- Actively pursue new industry opportunities and support businesses to locate to Greenview.
- Represent and promote Greenview at industry events and trade shows.
- Establish relationships with existing and prospective industrial/ commercial representatives, community groups, and stakeholders in relation to economic development and tourism support.
- Establish and maintain positive liaisons with various government agencies.
- Develop and assist in the implementation of Greenview's goals - objectives and policies / procedures related to economic activities and programs.
- Ensure the department assembles, develops, distributes, and analyzes demographic and economic information for internal and external use.
- Perform related duties and responsibilities as required.

#### MINOR

- Manage and conduct special projects authorized by Greenview's Council.
- Research economic development initiatives, compile and maintain the statistical data.
- Interact with area chamber of commerce's and similar groups to promote business.
- Prepare and present analytical and statistical reports on operations and activities as needed.

#### OCCASIONAL

- Provide customer service and serve as a trouble shooter to Ratepayers, brokers, landowners, prospects, retailers, developers, and organizations acting as an advocate for business.

#### QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- A related post-secondary degree in commerce, business, marketing, economics or a related discipline is preferred, however a combination of certification (CEcD or EcD) and proven experience may be considered.
- A minimum of five (5) of experience in similar field, preferably in a municipal organization.
- Membership or the ability to obtain membership with the Economic Developers of Canada and/or Alberta is an asset.
- Economic Development certification is desired.
- Possession of a valid Class 5 driver's license and satisfactory driving record.

#### SKILLS REQUIRED:

- Well-developed interpersonal communication and negotiation skills.
- Excellent writing, verbal, and analytical communications skills.
- Proficiency with common industry computer applications including Microsoft Office.
- Ability to interpret, advise and apply requirements under the MGA and other legislative and procedural requirements.
- Strong organizational skills to prioritize multiple projects simultaneously and meet established deadlines.

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- Ability to interact well with, and respond to inquiries from all levels of staff, including Management, Council and Ratepayers.
- Ability to develop and nurture productive business relationships with internal and external partners; work collaboratively to resolve problems.
- Must be able to maintain confidentiality.
- Ability to interpret, implement and adhere to organizational policies and procedures.

#### WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computers and telephone.
- Long periods of sitting, good lighting, temperature, and noise control.
- Use and operation of a vehicle.
- Normal working day consists of 7.5 hours; however occasional overtime and off-hours travel may be required.

#### HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

#### HOW TO APPLY:

Interested candidates may submit cover letter (*stating the position you are applying to*) and resume in one of the following ways:

By E-mail: [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca) (*please quote the position in the subject line*)

Mail or Drop Off: Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079  
Valleyview, Alberta T0H 3N0

Confidential Fax: 780-524-3981

**While we truly appreciate all applications, only those selected for an interview will be contacted.**

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