



# JOB DESCRIPTION

## Economic Development Officer

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Reporting to the Chief Administrative Officer, the **Economic Development Officer (EDO)** is responsible for the following:

### PRIMARY DUTIES

1. Provide leadership through broad community involvement. Promote the community's economic well-being while understanding that a socially and environmentally healthy community is vital to the local economy.
2. Liaison as an advisor on economic development to public officials, the private sector and the general public. The incumbent will serve as an advocate for local economic development initiatives.
3. Implementation of Economic Diversification Strategy and other relevant economic strategies for the Village of Burns Lake and surrounding area.
4. Assesses and plans for community development needs.
5. Ensures all economic development and strategic plans respect the current Official Community Plan and the Integrated Community Sustainability Plan.
6. Researches, analyzes, develops and implements economic development plans.
7. Prepares budget for presentation and administration.
8. Maintains an up-to-date community profile report on Burns Lake and the surrounding area, including economic statistics and indicators, local businesses and services.
9. Coordinates visits to the municipality and surrounding area for prospective investors.
10. Liaises with all levels of government as required by Council, the project and or as directed.
11. Drafts reports and makes presentations to Mayor and Council and other groups as required.



12. Represents the Village of Burns Lake at trade fairs promoting business opportunities available within the Village of Burns Lake and surrounding area.
13. Provides advocacy and support to new business proponents, industry, community services and community organizations.
14. Provide economic and business development information to interest groups, other levels of government and business development proponents.
15. Promotes and supports the continued development of our natural resource strengths.
16. Maintains relations and communications with existing businesses and industries while encouraging retention and expansion.
17. Develops resources required to support, implement and monitor effective marketing strategies.
18. Attend all Council Meetings and Board Meetings as required, which may be held outside regular business hours.
19. Liaises with regional, provincial, federal and other Economic Development Officers and professional associations.
20. Becomes a member of and maintains good standing in the Economic Development Association of BC.

## **ABILITIES**

21. Able to provide creative leadership while making individual contributions to team projects and tasks.
22. Has excellent verbal and written communication skills.
23. Sound personal judgement, discretion and credibility.
24. Has good problem solving skills coupled with solid consensus building and entrepreneurial skills.
25. A broad general knowledge of business and government coupled with an ability to handle a variety of projects which must be completed within deadlines.
26. Has the skills necessary to complete grant applications.



- 27. Can undertake research projects and prepare comprehensive reports.
- 28. Above average computer skills.

## **REPORTING REQUIREMENTS**

- As the EDO position is jointly funded by the municipality and the Regional District of Bulkley-Nechako, regular reporting must be provided to both organizations.
- Communications with residents of the Village of Burns Lake and surrounding areas is expected.

## **EDUCATION/TRAINING**

- College or University degree in Commerce, Economics or a related field and/or certification as a Professional Economic Developer (EcD.)
- Working experience in Economic Development, marketing, and public relations.
- Proficient in the use of current information technologies.
- Valid BC Drivers Licence.