



JOB DESCRIPTION

Economic Development Officer

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

PRIMARY DUTIES

- 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.
- 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.
- Implementation of Economic Diversification Strategy and other relevant economic strategies for the Village of Burns Lake and surrounding area.
- Assesses and plans for community development needs.
- Ensures all economic development and strategic plans respect the current Official Community Plan.
- Researches, analyzes, develops and implements economic development plans.
- Prepares budget for presentation and administration.
- Maintains an up-to-date community profile report on Burns Lake and the surrounding area, including economic statistics and indicators, local businesses and services.
- Coordinates visits to the municipality and surrounding area for prospective investors.
- Liaises with all levels of government as required by Council, the project and or as directed.
- Drafts reports and makes presentations to Mayor and Council and other groups as required.



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

ABILITIES

- Able to provide creative leadership while making individual contributions to team projects and tasks.
- Has excellent verbal and written communication skills.
- Sound personal judgement, discretion and credibility.
- Has good problem solving skills coupled with solid consensus building and entrepreneurial skills.



- A broad general knowledge of business and government coupled with an ability to handle a variety of projects which must be completed within deadlines.

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- Has the skills necessary to complete grant applications.
- Can undertake research projects and prepare comprehensive reports.
- 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.