**Job Description**

**ECONOMIC & COMMUNITY DEVELOPMENT MANAGER**

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| **Job Title:** | Economic & Community Development Manager |
| **Job Type:** | Full-time; Salaried |
| **Reports To:** | Director of Corporate Affairs / Clerk |

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| **Job Purpose** |

The District of Carleton North’s (DCN) **Economic & Community Development Manager** is responsible for developing and implementing work plans to grow and diversify our economy, advance, and promote community development throughout the District of Carleton North. This role involves collaborating with various stakeholders, government agencies, businesses, and community groups to create and execute strategic plans for economic advancement and community well-being.

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| **Duties and Responsibilities** |

The following are the primary job duties and responsibilities of the Economic & Community Development Manager. The following statements are intended to describe the nature and level of work being performed but may not be an exhaustive list of all the duties and responsibilities required for the position. Other duties and responsibilities may be assigned by the Director of Corporate Affairs (DCA) as needed.

**1. Growing our Economy:**

* Working with Council, staff, local businesses, and organizations to develop a 10-year Economic Growth Plan that will identify opportunities in many sectors.
* Work with businesses in promoting growth and development.
* Research access to federal and provincial funding streams and submit applications for cost sharing.
* Meet with business representatives and community officials to determine overall growth and development needs and goals, and to develop and support activities, programs, and plans.
* Develop work plans for:
  + Health Care recruitment and retention
  + Education facilities
  + Early childhood education needs assessment of facilities, spaces and waiting lists
  + Working with developers on a wide range of housing programs

**2. Investing in our communities:**

* Working with Council, staff, and community-based organizations to develop a comprehensive community development program that incorporates many departments such as the following:
  + Administration – community operating grants
  + Recreation – programs and outreach
  + Tourism, Heritage, and Culture – events and promotion
  + Facilities & Maintenance – assisting community-based organizations and events.
* Communicating with local businesses, nonprofits, and other groups to build relationships beneficial to the community.
* Conducting research to identify community needs and potential solutions.
* Identifying affordable housing opportunities for low-income families, seniors, and individuals with disabilities.
* Engage with residents and community members to ensure their input is considered in the planning and decision-making process.

**3. Project Management**

* Oversee the planning, execution and evaluation of economic development projects, ensuring they align with established goals and objectives.
* Monitor project timelines, budgets, and resources to ensure successful completion.

**4. Other administrative duties:**

* Compile statistics into an easily accessible form for use in business consultation.
* Maintain an inventory of quality promotional material as deemed necessary.
* Prepare an annual program assessment report including costs, number of participants and other information.
* Provide monthly reports to the Director of Corporate Affairs regarding accomplishments in the area as designated by the budget and overall plan for the area.
* Maintain detailed quality records on events, programs, and activities for use in future planning and annual evaluation.

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| **Qualifications** |

The minimum qualifications required to successfully perform the job are as follows:

* Completion of a post-secondary degree or certificate or relevant experience.
* 3-5 years of experience in the development and delivery of business development plans
* An equivalent combination of education and experience may be considered.

Required Skills:

* Leadership
* Communication
* Planning and organizing
* Relationship building

The following job certifications, diplomas or memberships are also required to perform the job:

* Valid, Class 5 New Brunswick Driver’s License.
* Criminal Record Check.
* Clean Driving Abstract.
* Standard First Aid and CPR Certificate is an asset.
* English/French bilingualism is an asset.

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| **Knowledge, Skills, and Abilities** |

The following knowledge, skills and abilities are required:

* Excellent communication skills: including the ability to listen actively, respond verbally in a manner that is clear and respectful, and prepare written communications that are clear and concise.
  + Teamwork and relationship-building skills including the ability to establish and maintain effective working relationships with peers, subordinates, Council members, residents, government officials, contractors/suppliers, business representatives and other stakeholders.
  + Ability to negotiate and deal with diverse groups of people.
  + Knowledge of any relevant municipal and provincial policies, procedures, regulations, and by-laws.
  + Knowledge of existing government sponsored economic development initiatives and programs.
  + Knowledge of the fundamentals of finance, accounting, budget preparation and adherence, project evaluation, marketing, and legal processes.
  + Knowledge of the social, cultural, and demographic composition of DCN, including challenges that face the district.
  + Ability to conduct economic, demographic and market research.
  + Ability to accurately define and effectively address problems as they arise.
  + Ability to set realistic goals and develop plans to achieve them.
  + Ability to manage time effectively and access essential information in a timely manner.
  + Ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during crises, respond constructively and support others in challenging situations.
  + Ability to develop and implement goals, objectives, priorities, practices, and procedures.
  + Skill in using office equipment, computers, and software, including proficiency in Internet access, Microsoft Office, and online marketing tools such digital and display ads, social media, website maintenance, e-blasts, for example
  + Knowledge of the operation of municipal facilities and any relevant municipal policies, procedures, regulations, and bylaws.
  + Exceptional planning and organizational skills; including the ability to develop and implement strategic practices and procedures.
  + Ability to work with minimal supervision.
  + Ability to retain confidential information.
  + Ability to work on several projects and tasks simultaneously and prioritize accordingly.

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| **Working Conditions** |

The Economic & Community Development Manager must spend considerable time interfacing with the public or prospective businesses. You may have to manage multiple projects and staff and volunteers at once.

The incumbent may be interrupted to meet the needs and requests of residents, staff or business partners and may find environments to be sometimes chaotic. Excellent organizational, time and stress management skills will be required to keep activities and events on track to accomplish required tasks in a timely and effective manner. Participation in community events may be periodically required on evenings, weekends, and statutory holidays.

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| **Physical Requirements** |

The Economic & Community Development Manager may spend long hours sitting and using office equipment and computers, which may cause eye and muscle strain.

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| **Hours of Work** |

The incumbent is required to work Monday to Friday 8:00 a.m. to 4:00 p.m.

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| **Certification and Approval** |

Employee and Supervisor Certification

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| I certify that I have read and accepted the duties and responsibilities assigned to this position.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature (Employee)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | I certify that this job description is an accurate description of the duties and responsibilities assigned to this position.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature (Supervisor)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

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| Approved by Chief Administrative Officer: |  |
| Printed Name: |  |
| Date: |  |