



DISTRICT OF CLEARWATER

JOB TITLE: Economic Development Officer

NATURE AND SCOPE OF WORK:

Nestled in the heart of British Columbia's interior, Clearwater is a place of small-town values inspiring big opportunities. Having seen the effects of growth throughout the years, Clearwater is expanding and welcoming new members and opportunities into town. 2022 marks the 15th anniversary of incorporation and with a bounty of successes behind us, we are excited to build upon our past to invest in a dynamic and innovative future with plenty of sparkle. Our celebrated assets are more than infrastructure, development, and services, but are inclusive of our neighbours, untouched adventures ten minutes from our doorstep, and community character. Working closely with Council, District Staff, as well as community stakeholders, the Economic Development Officer will be a key component in establishing, fostering, and maintaining relationships to contribute to the vibrancy of our community. We hope that your adventure will start here.

Reporting to the Chief Administrative Officer (CAO), the Economic Development Officer will serve as a key contact for business development for the District.

With minimal supervision, the Economic Development Officer is responsible for leading the implementation of the District's economic development strategy, developing marketing and promotional plans and materials and end to end guidance of economic development projects through the administration of the District. This role is also expected to build strong relationships with a diverse group of stakeholders including other orders of governments including First Nations, existing local businesses, community groups, not-for-profit organizations, and other stakeholders wanting to develop in Clearwater.

Major Duties and Responsibilities:

1. Implement the District's Economic Development Strategy in consultation with Council, CAO and other departments and stakeholders.
2. Establish, foster, and maintain positive relationships with community stakeholders to include but is not limited to other orders of government including First Nations, local business community (existing and aspiring), community groups, not-for-profit organizations, and other stakeholders to increase awareness of investment opportunities in the District as well as potential joint ventures.
3. Develop a comprehensive understanding of public policy infrastructure governing development including the Official Community Plan and various bylaws, policies, and procedures of the District.

4. Cultivate and leverage internal and external relationships, resources and knowledge to support community planning with a focus on housing development within the District.
5. Maintain an effective public relations presence when serving as the District's first point of contact for parties wanting to develop in Clearwater. Provide end-to-end guidance for advancing development initiatives through the District within existing public policy. This includes receiving, triaging, and responding to request for information regarding District processes, priorities, and business and economic development initiatives to assist potential investors in making informed decisions.
6. Facilitate meetings involving clients and various department stakeholders and prepare written reports as required to assist with their development plans.
7. Identify challenges, barriers, and opportunities for improvements to economic development and bring forward tangible solutions, including recommendations for and input to public policy adjustments, to create a sustainable environment and culture that enables continuous progress.
8. Conduct research, surveys, compile results, and analyze the data to identify trends and actionable steps that would advance the economic development priorities of the District. This is to include developing and maintaining accurate and relevant demographics, statistics, and inventory of available commercial and industrial opportunities for land and spaces within the District.
9. Foster a business incubation approach to economic development, inclusive of developing and utilizing effective marketing and promotional tools, providing technical advice/guidance/suggestions on business proposals and plans to potential investors, advertising, events coordination, trade shows, developing promotional items and maintaining a digital and print presence.
10. Support the annual business license registration and renewal processes.
11. Prepare and present economic development information to a variety of internal and external stakeholders, including Council. Also serve as staff liaison on committees overseeing economic development initiatives within the District.
12. In collaboration with other staff, identify, develop proposals for accessing, and assist in the implementation of grant funding opportunities that would advance the District's economic development and planning priorities.
13. Assist in the preparation and implementation of the District's economic development and planning budgets.
14. As applicable, maintain the confidentiality of records and ensure information is only released in accordance with the District's policy, procedure, practice, and applicable legislation.
15. Liaise with regional, provincial, and other economic development officers and professional associations and entities with respect to information sharing and project collaboration.

16. Performs other duties and responsibilities which may be assigned from time to time by the CAO.

Key Competencies:

Analytical Thinking	Strong ability to think critically, research or mine data, extrapolate and conceptualize trends and patterns, and apply same to the short, medium, and long-term priorities of the role.
Relationship Cultivation	Able to establish and cultivate productive relationships with internal and external stakeholders.
Communication	Excellent interpersonal, oral, and written communications skills. Able to produce and present materials to various audiences.
Conflict Management	Able to resolve conflict with a professional manner and calm demeanor, and to deal effectively with the public, staff, elected officials, and external agencies.
Decision Making and Problem Solving	Intermediate to advanced analytical, problem solving and decision-making skills, utilizing sound judgment.
Planning and organizing	Strong planning, organization, and project management skills. Able to meet deadlines, multi-task and manage time effectively, while delivering high quality results.
Professionalism	Exemplifies ethical practices, professionalism, and personal integrity in performance of duties. Displays a high level of integrity, tact, and diplomacy.
Results and Quality Focus/Attention to Detail	Proven ability to perform with a high level of attention to detail and accuracy. Sound project management skills.
Collaboration	Able to work independently and as part of a team while promoting trust, team cohesion, inclusion, and collaboration.

Required Skills, Knowledge, Ability, Licenses and Special requirements:

1. Degree in Business Administration, Economic Development, Marketing, Commerce, Economics, Planning and Development or a related field. A technical diploma with supplemental experience and demonstrated continued education will be considered.
2. Minimum three (3) years of experience in economic development, planning, marketing or related field.
3. Previous experience in a municipal government or public sector environment will be considered an asset.
4. Valid BC Driver's Licence (minimum Class 5), satisfactory driver's abstract required as this position.
5. Thorough knowledge and experience in the application of the Occupational Health and Safety Regulations affecting municipal operations.
6. Knowledge of the principles and practices of community planning.

7. Proficiency with tools necessary to delivery quality marketing materials including but not limited to Microsoft Office.
8. Ability to establish and maintain effective working relationships with investors, business community, politicians, senior staff, employees, other agencies and strong commitment to customer service and public relations.