



## **Town of Rocky Mountain House**

### **POSITION DESCRIPTION FOR: Economic Development Coordinator**

<b>Department:</b>	Planning and Community Development	<b>Effective Date:</b>	May 1, 2024
<b>Reports To:</b>	Economic Development Officer		

#### **General Accountability:**

The Rural Renewal Stream supports the attraction and retention of newcomers to rural Alberta through a community-driven approach that supports local economic development needs and contributes to the growth of the community. The Rural Renewal Stream empowers rural communities to recruit and retain foreign nationals to live, work and settle in their communities.

Reporting to the Economic Development Officer, this part time position will provide management and implementation of the Town of Rocky Mountain House Rural Renewal Stream Program. The position will be the direct contact for business applicants and candidates, providing excellent customer service through timely response and professional communication.

You will be expected to become educated on the provincial program and able to respond to any questions or inquiries.

#### **Core Duties:**

##### **Scope of Work:**

- Assist with the development of the Rural Renewal Program application.
- Assist with the development of the Rural Renewal Program process information for the Town website and other marketing products.
- Development of application and follow up process for businesses and candidates.
- Receive applications, review to ensure accurate information, follow up if necessary.
- Notify applicants of result.
- Assist businesses with the application process.
- Respond to all inquiries from businesses and candidates.
- Develop a tracking system for applications and candidates.
- Develop reporting system and provide monthly reports to the Economic Development Officer and provincial government and as required.
- Assist with the development of information and promotional materials about the Rural Renewal Stream program.
- Other duties as assigned by the Economic Development Officer.

#### **Support to others:**

- Works closely with all Town employees.

**Health and Safety:**

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.
- Participate in the Health & Safety training, meetings and reporting.

**Reports To:**

- Economic Development Officer/Director of Planning and Community Development

**Minimal Qualifications:**

- Knowledge of economic development and business sustainability, business networking and building business cases.
- Advanced skills in facilitation, strategic planning and implementation as well as project and program management.
- Ability to gather thorough information through researching, interviewing or other methodologies and present effectively to multiple audiences in a clear and concise written format or articulate verbal presentations.
- Ability to foster and maintain effective working relationships with diverse internal and external stakeholders in an open and ethical environment.
- Strong initiative with the ability to independently set priorities and manage several competing, complex and evolving projects with minimal direction.
- Attention to detail and accuracy even when working under pressure.
- Excellent organizational and analytical skills along with strong decision making.
- Proven discretion and judgment in dealing with matters of a highly sensitive nature, sometimes under stressful situations.
- Excellent oral and written communication skills refined in a professional environment.
- Able to develop and sustain a strategic work program.
- Exceptional customer service focus.
- Teamwork and cooperation.
- Strong communication, negotiating and influencing skills.
- Ability to set priorities and balance a number of projects at the same time.
- Independent decision-making, problem solving and analytical skills.
- Must be able to function effectively in a computerized environment with a broad base knowledge of computer applications.

**Guidance Received:**

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are;

- *Province of Alberta Municipal Government Act and regulations*
- Town of Rocky Mountain House Bylaws;
- Alberta Labour Standards
- Occupational Health and Safety Act, Code and other related documentation
- Municipal District Bylaws, Policies and Procedures and Administrative Guidelines
- Land Use Bylaw

- FOIP Act
- WCB Guidelines
- Town of Rocky Mountain House Policies and Procedures.

**Contacts:**

Economic Development Coordinator will frequently have contact with the following;

- Alberta Government Departments; Alberta Municipal Affairs Branch, Alberta Municipal Health and Safety Association, Alberta Municipal Services Commission
- General Public;
- Town of Rocky Mountain House staff;

**Environment:**

Features of work which create unusual demands or, which create physical and/or mental stress are;

- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

**Physical Demands:**

This position may include the following:

- Being seated for long periods of time
- Bending & twisting motions
- Lifting over 50 lb
- Being on your feet for long periods of time

CAO Approval: \_\_\_\_\_

Date: April 10/24

**SIGNATURES:**

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities and qualifications for the position of the Economic Development Coordinator. This description will form the basis for my classification level and the basis for my performance evaluation.

Employee Name: \_\_\_\_\_

Employees Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_