

POSITION: Economic Development Officer
(EDO)

REPORTING RELATIONSHIP: Reports to the CAO/Clerk

PURPOSE OF POSITION:

Under the Supervision of the CAO/Clerk, the EDO will develop a municipal strategic plan, which will be up date annually, act as a business facilitator, provide economic development services, and provide support for municipal projects and Central Manitoulin businesses.

The Economic Development Officer will be responsible for the implementation of projects arising from the Municipality of Central Manitoulin Council initiatives including but not limited to the municipal Strategic Plan.

The Economic Development Officer will promote, facilitate and foster economic development and stimulate employment growth in the Municipality of Central Manitoulin.

SCOPE OF POSITION:

- 1) The EDO's will assist the CAO/Clerk to develop the municipal Strategic Plan, carry out its initiatives and keep the plan current annually. The EDO will also be expected to develop a good working relationship with municipal businesses. The EDO will meet with businesses within the municipality to get to know what they need in the way of economic development assistance.
- 2) The EDO will assist community-based organizations with the implementation of economic strategies as approved by Council.
- 3) The EDO will collaborate, under the CAO/Clerk's direction, with other municipalities, community members and stakeholders, upper levels of government and other funders, in all matters related to economic development of the Municipality of Central Manitoulin.

RESPONSIBILITIES:

- Assist the CAO/Clerk with the development of a Strategic Plan for the Municipality of Central Manitoulin and annually update the Strategic Plan.
- The EDO will identify and report to Council potential economic development projects that could benefit the municipality.
- The EDO will meet with businesses within the municipality to develop a strategy to provide economic development services to all businesses with in the community.

- The EDO will identify community partners, businesses and stakeholders for each economic development priority as set by Council and work cooperatively with them to develop a strategy for implementation. This will involve performing such tasks as scheduling meetings and setting agenda and taking minutes and reporting back to participants. The EDO will assist with start-up activities for new partnerships and organizations, such as drafting agreements, applications, defining terms of membership and etc. The EDO will prepare terms of reference, requests for proposals, and funding applications as required for the projects as identified and approved by Council.
- The EDO will initiate consultations and communication with businesses and community groups as to how the Municipality of Central Manitoulin can help them work toward their individual and specific goals, as long as the projects they identify are congruent with priorities identified by municipal Council. The EDO will assist the CAO/Clerk in attending regular meetings of key municipal and business organizations throughout the area.
- The EDO will respond to enquires from members of the business community and the general public concerning development and opportunities. This will include research and review of business generated applications, but does not include the actual work of completing applications, unless directed by the CAO/Clerk to do otherwise.
- The EDO will visit as many businesses as possible throughout the year to garner insight into how the municipality may help them develop their businesses further.
- The EDO will administer the municipal Business Registry.
- The EDO will administer the municipal website.
- Other duties as assigned.

WORKING CONDITIONS:

- Usual public office conditions. Work is subject to hectic peak periods and to deadline.
- Usual hours of work are 8:30 a.m. to 4:30 p.m. (1 hour lunch) for 35 hours per week. Additional hours will result from evening attendance at Council, Committee and Board meetings if called upon to do so.

WORKING RELATIONSHIPS:

- With CAO/Clerk - Provide information on activities; discuss plans, priorities and operational changes. Report on policy advice and activity information related to economic development.
- With Various Business Sectors – The EDO will meet with and get to know as many businesses in Central Manitoulin as possible by going out and meeting them at their place of business. The EDO will research and help Business development and find opportunities to grow their business. This will be done by conveying information to them and reviewing their work if asked to do so.

- With the Public - Provide information as requested both in person and by telephone. Seminars for small businesses would be an optimal tool to utilize also.

KNOWLEDGE AND SKILL:

- Thorough understanding of provincial and federal legislation and regulations and municipal by-laws.
- Ability to respond quickly to inquiries.
- Ability to analyze information, conduct research and prepare reports; good communication and public relations skills.

IMPACT OF ERROR

- Providing inaccurate information to the public would result in confusion, public annoyance, and potential serious problems.
- Providing inaccurate information and advise to Council may result in financial lose to the municipality

CONTROL:

Policy direction by Council through the CAO/Clerk, existing by-laws, resolutions and policies of the municipality, federal and provincial legislation, and professional standards of practice.