

## THE CORPORATION OF THE COUNTY OF WELLINGTON

Museum and Archives Department  
Economic Development Division

Requires a

### **12 Month Temporary Senior Economic Development Officer**

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Reporting to the Director of Economic Development, the primary role of the Senior Economic Development Officer is to facilitate the growth of the local economy and promote Wellington as a place to invest, work and live. This position manages local market information, provides business support services and economic development project implementation for the County. The Senior Economic Development Officer oversees economic development initiatives to achieve the objectives outlined by the Economic Development Strategy and guided by the Economic Development Committee of Council.

#### **The minimum qualifications for this position include:**

- Four year university degree in Economic Development, Business Administration or related field.
- Minimum three years of experience or equivalent in economic development, tourism or related field.
- Strong oral and written communication skills and the demonstrated ability to prioritize tasks.
- Excellent Microsoft Office skills, statistics software beneficial.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

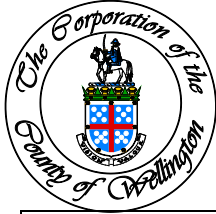
**This position offers a benefit package and a salary range of: \$65,538.20 to \$76,640.20 (2020 Non Union Compensation Grid), based on a 35 hour work week.**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #103-20 by Friday, October 30 at 4:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Senior Economic Development Officer	<b>Reports to:</b> Director of Economic Development
<b>Department:</b> Museum and Archives/Wellington Place	<b>Positions Supervised:</b> 0
<b>Effective:</b> January 2018	<b>Revised:</b> October 2020

### **BASIC FUNCTION:**

Reporting to the Director of Economic Development, the primary role of the Senior Economic Development Officer is to facilitate the growth of the local economy and promote Wellington as a place to invest, work and live. This position manages local market information, provides business support services and economic development project implementation for the County. The Senior Economic Development Officer oversees economic development initiatives to achieve the objectives outlined by the Economic Development Strategy and guided by the Economic Development Committee of Council.

### **PRINCIPAL RESPONSIBILITIES:**

Under the guidance of the Director of Economic Development, the Senior Economic Development Officer has the following duties and responsibilities:

- Provide direct back-up support to the Director of Economic Development and undertake ongoing strategy for divisional programming.
- Assist in leading and reporting on the implementation of the five year Economic Development Plan 2018 to 2022 as identified by the County of Wellington Economic Development Committee.
- Provide direct support to the enquiry response programme.
- Develop a performance measurements and metrics programme to monitor the effectiveness of divisional programming and activities.
- Meet with business owners/senior executives/developers to present and promote the County for investment purposes and encourage businesses in such areas as sourcing financing alternatives, identifying available space, facilitating business support contacts, accessing government assistance programs, etc.
- Provide assistance with financial oversight by monitoring and controlling programme expenditures and revenues.
- Plan, coordinate, promote and deliver economic development related events, prepare communication material and represent the County in media interviews.

- Coordinate economic development initiatives through identifying and producing materials such as business directories, market information packages, community profiles and website information.
- Lead projects and initiatives that directly benefit the communities within the County, including Taste Real events, Hillsburgh Library Commercial Kitchen and the Festivals Guide.
- Develop and sustain relationships between local organizations, businesses, industry and representatives of government with the aim of creating new economic opportunities.
- Attend trade shows, industry events/conferences, seminars and workshops as the County's representative; develop and deliver presentations on economic data and development initiatives to internal/external stakeholders.
- Respond to socio-economic enquiries and assist other departments and municipalities as required, including the County Credit Review process.
- Assist with projects and duties as assigned.

#### **SKILLS AND COMPETENCIES:**

- Knowledge of municipal affairs, business development, economic development as well as Wellington socio-economic characteristics and market opportunities.
- Strong interpersonal skills combined with demonstrated project/time management, organizational, analytical, research, communication (written, oral), report writing, negotiating, administrative, problem solving, public relations and public speaking.
- Ability to deal effectively and discreetly with all levels of staff, Members of Council and the public.
- Ability to think and act strategically in a political and community service environment, and to foster and contribute to a positive, productive work environment.
- Strong understanding of relevant municipal legislation, policies and procedures.
- Ability to identify and promote community economic development projects and initiatives.
- Excellent verbal and written communication skills.

#### **CONTACTS:**

INTERNAL: County of Wellington staff at all levels, County Council.

EXTERNAL: Local municipalities, the public, private sector, provincial and federal government.

#### **MINIMUM QUALIFICATIONS:**

- Four year university degree in Economic Development, Business Administration or related field.
- Minimum three years of experience or equivalent in economic development, tourism or related field.

- Strong oral and written communication skills and the demonstrated ability to prioritize tasks.
- Excellent Microsoft Office skills, statistics software beneficial.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

**OTHER:**

- Location: Administration Centre, 74 Woolwich Street, Guelph, Ontario.
- Hours of work: 8:30 am – 4:30 pm, Monday to Friday (flexibility may be required).
- Regular hours: 35 hours per week.