



Posting ID: 18-61

Economic Development Officer

Permanent, full-time – 35 hours per week

\$69,050.80 - \$86,359.00 / annum

At the growing City of Leduc, we believe in living our values through accountability, leadership and environmental sustainability. We offer a thriving and supportive workplace setting that promotes transparency, innovation and community building. If you would like to work for a progressive organization, enjoy a fast-paced environment, and would thrive in an exciting community-based position, then this may be the opportunity for you. We are currently recruiting for a permanent, full-time Economic Development Officer.

Reporting to the Manager, Economic Development, the Economic Development Officer is responsible for assisting the Economic Development Manager lead, resource and implement international, regional and local municipal economic development initiatives and activities for the City of the Leduc. This position will play a key role in the attraction, expansion and retention of commercial and industrial business within a municipal environment that promotes customer service, collaboration and creativity between Council, City staff and the business community, with the ultimate goal of enhancing the City's fiscal sustainability, while supporting the natural environment and quality of life.

The ideal candidate will have a university degree and three years' of directly-related experience, ideally in economic development, business, land use planning or a related field, along with the demonstrated key abilities to research, analyze and maintain data, and establish dynamic business relationships. The successful candidate must have excellent communication skills with the ability to create compelling presentations along with proven business development experience. A professional designation in economic development and experience working in a municipal government are assets.

The successful candidate must be willing to provide a current Criminal Records Check as part of the hiring process.

If this sounds like you, we want to hear from you! To apply, please visit our website at:

www.leduc.ca/jobs

Competition closes at 12:00 noon (MT) on August 7, 2018. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest, however, only those selected for interviews will be contacted.