



| | | | |
|------------------------|----------------------------------|------------------------|--------------|
| Position Title: | Economic Development Officer | Competition No: | 2025-16 |
| Department: | Sustainable Economic Development | Close Date: | Until Filled |

Position Details:

Salary Range: \$75,379.20 to \$84,864.00

Hours of Work: 40 hours/week

Employment Type: Permanent

About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

The Opportunity:

The City of Selkirk is currently in search of an **Economic Development Officer**. Under the direction of the Director of Sustainable Economic Development, the Economic Development Officer is responsible for facilitating economic development initiatives and activities within the City of Selkirk.

Job Duties:

1. Administration
 - Plan, manage and provide oversight for business retention, expansion, and attraction initiatives.
 - Assist in the implementation of the City's strategic goals, objectives, policies, procedures, and studies.
 - Compile and analyze existing land use and related information to develop projections and plans for industrial, commercial, residential, and other areas of land use.
 - Establish and maintain effective relationships with realtors, business leaders, investors, consultants, lawyers, representatives of senior levels of government, institutions, and other community organizations/local bodies.
 - Ensure day to day functions associated with purchasing/selling of municipal property are completed in a timely fashion.
 - Provide progress reports, updates, and communication to the Director on all projects, activities, and initiatives.
 - Identify, develop, compile, and maintain relevant statistical data in a format readily available for internal and external use.
 - Monitor, develop, and update the Sustainable Economic Development micro-site.
 - Collaborate with the Marketing and Communications Coordinator to provide a source for media information promoting a positive image of the City.

- Conduct in-depth studies of new or potential expansion or diversification of business, industry, and market options.
 - Attend and participate in professional development to keep updated with best practices.
2. Economic Development
 - Assist with new business establishment, employment, and development in Selkirk.
 - Serve as a senior contact for economic development related inquiries.
 - A catalyst for business development and economic diversification by providing information and assistance on site selection, zoning, permits, variations, development charges, taxes, economic climate, demographics, labour force, city policies, by-laws, regulations, restrictions, fees and development agreements.
 - An advocate for business and investment by providing assistance and delivering appropriate solutions for barriers to growth or development.
 - Liaise with City Departments, business community, institutions (education and research) and senior government and government agencies.
 - A facilitator to develop strategic partnerships and initiatives with external organizations that support local business attraction, retention and growth.
 3. Exceptional Citizen Service
 - Ensure the efficient and effective provision of Services to internal and external stakeholders.
 - Provide a vibrant, safe, and healthy community, by researching all matters impacting upon the provision of Services and to assist in the preparation of long range and short-term planning.
 - Respond to all inquiries from Senior Management.
 - Work co-operatively with all City Departments and personnel to support corporate initiatives.
 - Collaborate effectively with the Citizen Engagement team to communicate the objectives of the division.
 4. Safety and Emergency Support
 - Ensure all safety procedures and respectful workplace standards are followed.
 - Provide support services within the City of Selkirk Emergency Plan.
 5. Capital Asset Management Program
 - Understand and comply with the City's Capital Asset Management policies.
 - Support the development and delivery of the City's Capital Asset Management Program by providing professional advice and undertaking related tasks as needed.
 6. Climate Action and Environmental Stewardship
 - Support the assessment and reassessment of the City's practices, identifying opportunities for optimization, improvement, and innovation all towards the goal of reducing the City's environmental footprint.
 7. Perform other related duties as assigned.

Qualifications and Minimum Requirements:

Minimum qualifications shall include:

- Successful completion of a Diploma or Degree from a recognized post-secondary institution in Economic Development, Urban Planning, Business Administration, Commerce, Marketing, or equivalent education and experience in a related field.
- Five (5) years of related experience with a demonstrated background in economic development.
- Deep working knowledge of the principles, trends and best practices of economic/business development and program administration including business retention and expansion.
- Practical experience and working knowledge of economic development's role as an interlocker /catalyst that involves a multitude of stakeholders including private, NGO, institutional and public sector interests to grow the economy.
- Working knowledge of land use planning, Manitoba's Provincial Planning Act and Regulations, Codes and Municipal By-Laws.
- Communicate clearly, logically, and concisely, both orally and in writing, including public presentations to large and small audiences.
- Proven ability in identifying, evaluating, and enhancing economic development programs, policies, and development agreements.
- Demonstrated ability to use excellent judgment respecting confidentiality.
- Proven ability to respond and work towards solutions involving sensitive community and organizational issues, concerns, and investment /development prospects.
- Project management and budgeting experience.
- Robust working knowledge of advanced principles, practices and techniques of economic development research including competitive intelligence and statistical analysis.
- Demonstrated computer proficiency including Microsoft Office, Geographic Information Systems, database management etc.
- Valid Class 5 or G Driver's License.
- Limited travel required for the position.

Apply:

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

Comments:

This is a Full-Time Non-Union Permanent position. Applications will be accepted until the position is filled.

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

NOTE: Employees will be required to adhere to the City's Vaccination Policy.