

## The opportunity

Leduc County is looking for an experienced and highly motivated Manager – Economic Development to join our team. Reporting to the General Manager – Development and Community Services, this exciting opportunity provides leadership to the economic development work group and is accountable for the delivery of the economic development strategy for Leduc County. As a leader within the Planning and Development department and through effectively managing priorities the Manager – Economic Development is a key contributor to the achievement of the department's strategic and operational objectives.

## About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

Proven achievement of results through efficient coordination of work, strength in management and leading teams, sound decision-making, budgeting, project management and the ability to maintain the highest level of confidentiality are the keys to success in the role.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

## What you will do

1. Develops and delivers appropriate economic development plans, strategies, directives and processes to align with the department's operational objectives.
  - Prioritizes work in a changeable environment.
2. Manages and supports staff in the implementation of service area deliverables, delegates responsibilities appropriately and provides guidance and motivation to achieve outcomes.
  - Confirms interactions with stakeholders are timely and productive and meet corporate standards.
3. Manages the development of collaborative partnerships in the Edmonton Metropolitan Region, i.e.: Edmonton International Airport (EIA) and Edmonton Global.
  - Participates in regional and intermunicipal initiatives related to economic development.

4. Develops performance measurement criteria for the economic development function.
5. Develops, recommends and maintains budgets for economic development services that align with departmental objectives.
6. Develops relationships and activities to encourage investment attraction and business retention and expansion between the business community and County.
  - Collaborates with urban municipalities on rural community economic development initiatives.
7. Manages the development and implementation of the County's economic development programs and resources.
  - Manages the County's economic diversification strategies, change initiatives, work force transition approaches, and pursues grant opportunities.
  - Performs community assessments to determine the feasibility of advancing the County's economic development objectives.
8. Works collaboratively within the organization to create a customer centric approach when planning and developing activities.
  - Collaborates with the Manager - Development Services to support ongoing customer service and process improvements.
  - Liaises between the development community on approval processes.
9. Adheres to guidelines as set out in Leduc County's policies and administrative directives.
10. Accountable for the work group's compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
11. Performs related duties as required and assigned.

## What you need to succeed

### ***Must-have***

- A degree in business, economic development, urban and regional planning, or equivalent discipline.
- Five (5) years' experience working with municipal teams, councils, boards, commissions, business and industry.
- Must be eligible for or maintain membership with Economic Developers Alberta (EDA) or Economic Developers Association of Canada (EDAC). Certified Economic Developer (Ec.D.) accreditation through EDAC is preferred.
- Proficiency with the Microsoft Office suite of tools and other database and spreadsheet applications.



### ***Nice to have***

- Familiarity with municipal operations and knowledge of rural communities.

### **What's in it for you**

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$115,464.00 and \$144,330.00, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation and an additional five compensated days in lieu.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements.

### **How to apply**

Applications must be submitted via our website [leduc-county.com](http://leduc-county.com) to be considered.

We thank all applicants however only those selected for an interview will be contacted.