

ECONOMIC DEVELOPMENT OFFICER – BUSINESS RETENTION AND EXPANSION

An excellent opportunity exists for a highly motivated and dynamic Economic Development Officer – Business Retention and Expansion to join our team. Reporting to the General Manager of Community Development, this position is responsible for supporting the growth, sustainability, and competitiveness of businesses within the City of Camrose. This role leads the design, implementation, and evaluation of the Business Retention & Expansion (BR&E) program, working proactively with local businesses, industry stakeholders, and regional partners to identify opportunities, address challenges, and foster a strong local economy.

FUNCTIONS (but not limited to):

- Develop, implement, manage, and report on a comprehensive BR&E program aligned with City economic development and corporate strategic plans that help local businesses be sustainable and grow.
- Oversee the business visitation program that conducts regular, structured outreach to local businesses to assess needs, challenges, and growth opportunities.
- Develop programs to encourage revitalization of key commercial areas.
- Build strong business relationships and serve as a primary contact for businesses seeking information, support, and connections to resources.
- Oversee Business License process including revisions to Bylaw, renewals, and approval of all licenses.
- Collect, manage, and analyze economic and business intelligence data to inform decision-making.
- Demonstrate clear understanding of business needs, identify barriers to business growth and work collaboratively to develop solutions across sectors.
- Support local business expansion projects including site selection assistance, zoning and permitting navigation, and coordination with internal departments.
- Collaborate with regional economic development and business support organizations, including the Camrose and District Chamber of Commerce, industry and local associations, and others on initiatives that support workforce development, innovation, and business success and growth.
- Represent the municipality at business events, trade shows, and community meetings.

QUALIFICATIONS:

- A post-secondary diploma or degree in Economic Development, Business, Marketing or a related discipline is preferred, however equivalent experience may be considered. Professional designation is highly desirable.
- Familiarity with the local business environment considered a key asset.
- Minimum five (5) years' experience working directly with businesses or within the labour market.
- Strong business acumen and ability to effectively perform in a local government setting.
- Familiarity with the Municipal Government Act and knowledge of planning and development is considered an asset.
- Advanced skills in facilitation, presentations and public speaking.
- Well-developed interpersonal and communication skills and advanced proficiency with MS Office suite.
- Ability to analyze, draft, follow, and update bylaws, policies, and procedures related to job description.
- A valid Class 5 Driver's License. The successful candidate will be required to operate a personal vehicle for business purposes.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday with the occasional requirement to work outside of these hours.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the email address below or in person by July 17, 2026 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose Attention: General Manager, Community Development
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