

Municipality of Central Manitoulin

Job Description: Economic Development Officer (EDO)

Title: Economic Development Officer (EDO)

2025 SALARY RANGE

\$65,000 to \$80,000.00

Reporting Relationship: Chief Administrative Officer/Clerk

Direct Reports: None

Scope of Position

- The EDO's will assist the CAO/Clerk to develop the municipal Strategic Plan, carry out its initiatives and keep the plan current annually. The EDO will also be expected to develop a good working relationship with municipal businesses. The EDO will meet with businesses within the municipality to get to know what they need in the way of economic development assistance.
- The EDO will assist community-based organizations with the implementation of economic strategies as approved by Council.
- The EDO will collaborate, under the CAO/Clerk's direction, with other municipalities, community members and stakeholders, upper levels of government and other funders, in all matters related to economic development of the Municipality of Central Manitoulin.

RESPONSIBILITIES

Strategic Planning (Administrative)

- Leads in the development of a Strategic Plan for the Municipality of Central Manitoulin and update the Strategic Plan as required.

Community Improvement Plan (CIP)

- Administers the CIP and lead any initiative for new CIP programs as directed by Council.

Economic Development

- Identify and report to Council potential economic development projects that could benefit the municipality.
- Meet with businesses within the municipality to develop a strategy to provide economic development services to all businesses within the community.
- Identify community partners, businesses and stakeholders for each economic development priority as set by Council and work cooperatively with them to develop a strategy for implementation. This will involve performing such tasks as scheduling meetings and setting agendas and taking minutes and reporting back to participants.
- Assist with start-up activities for new partnerships and organizations, such as drafting agreements, applications, defining terms of membership and etc.
- Prepare terms of reference, request for proposals, and funding applications as required for the projects as identified and approved by Council.
- Initiate consultations and communicating with businesses and community groups as to how the Municipality of Central Manitoulin can help them work toward their individual and specific goals, as long as the projects they identify are congruent with priorities identified by municipal Council.
- Attend regular meetings of key municipal and business organizations throughout the area.

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- Respond to enquiries from members of the business community and the general public concerning development and opportunities. This will include research and review of business generated applications but does not include the actual work of completing applications, unless directed by the CAO/Clerk to do otherwise.
- Visit businesses throughout the year to garner insight into how the municipality may help them develop their businesses further.
- Administer the municipal Business Registry.

Planning

- Knowledge of the Planning Act would be a definite asset.

New Housing Development

- Knowledge of possible Federal/Provincial assistance through Municipalities which may assist in potential housing development
- Liaise with potential developers to assist in their understanding to Federal /Provincial housing development programs.
- Develop proposal for a third-party housing needs study, administer the project and develop programs as directed by Council

Municipal Website

- Administer the municipal website.
- Develop notices and press releases on own and in conjunction with the Events Coodinaqtor
- Updating the website as needed.

Committee Work

- Committees as assigned by the CAO/Clerk.

Other

- Other duties as assigned.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. The Municipality of Central Manitoulin reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

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Minimum Qualifications:

Education and Training:

- Degree in a relevant discipline from an accredited University or College.

Experience:

- Five (5) years' experience as an EDO in a municipal environment;
- Experience in grant writing.

Working Relationships:

- With CAO/Clerk - Provide information on activities; discuss plans, priorities and operational changes. Report on policy advice and activity information related to economic development.
- With Various Business Sectors - The EDO will meet with and get to know as many businesses in Central Manitoulin as possible by going out and meeting them at their place of business. The EDO will research and help Business development and find opportunities to grow their business. This will be done by conveying information to them and reviewing their work if asked to do so.
- With the Public - Provide information as requested both in person and by telephone. Seminars for small businesses would be an optimal tool to utilize also.

Knowledge:

- Good understanding of provincial and federal legislation and regulations and local government functions/ responsibilities
- Working knowledge of Federal/Provincial grant processes
- Ability to respond quickly to inquiries.
- Ability to analyze information, conduct research and prepare reports
- Good communication and public relations skills.

Working Conditions

- Usual public office conditions. Work is subject to hectic peak periods and to deadline.
- Usual hours of work are 8:30 a.m. to 4:30 p.m. (1 hour lunch) for 35 hours per week. Additional hours will result from evening attendance at Council, Committee and Board meetings if called upon to do so.

Impact of Error

- Providing inaccurate information to the public would result in confusion, public annoyance, and potential serious problems.
- Providing inaccurate information and advise to Council may result in financial lose to the municipality

Control

Policy direction by Council through the CAO/Clerk, existing by-laws, resolutions and policies of the municipality, federal and provincial legislation, and professional standards of practice.