

**THE CORPORATION OF THE TOWNSHIP OF HORNEPAYNE  
JOB POSTING  
ECONOMIC DEVELOPMENT OFFICER (3 YEAR CONTRACT)**

**POSITION:** Economic Development Officer

**SALARY RANGE:** \$72,800 - \$81,120 (commensurate upon qualifications and experience)

**STARTING DATE:** Monday, May 13<sup>th</sup>, 2019

**HOURS OF WORK:** 8:30 a.m. to 4:00 p.m. Monday to Friday  
(evening meetings as required)  
(additional hours may be required from time to time)

Under the general direction of the CAO/Clerk/Director of Economic Development, the Economic Development Officer will be responsible for assisting key personnel in the coordination of delivery and oversight of economic development activities with the intent of making Hornepayne investment ready, updating municipal plans, attracting new business, encouraging investment opportunities and identifying opportunities for sustainable growth and development by promoting and marketing Hornepayne as a great place to live, visit and do business. This inspirational leadership position shall give consideration to the Strategic direction of the Municipality and will actively lead and support business retention and expansion activities that will increase local employment in the community and region.

**QUALIFICATIONS**

The preferred candidate will have:

- Post-secondary education in Commerce, Economics, Planning, Community Economic Development or Marketing (equivalent combination of education and work experience in the field will be considered);
- Certificate in Economic Development designation (or be working towards);
- Demonstrated communication skills, proficient in both oral and written English;
- Proficiency in Windows and all aspects of Microsoft Office including word-processing, spreadsheet, presentations as well as the internet and email with knowledge in database software related GIS and mapping applications;
- Exemplary presentation and analytical skills;
- Proven experience in promoting a culture of high performance and continuous improvement that values learning and a commitment to quality;
- Project management skills would be an asset;
- Previous experience in a municipal government environment would be an asset;
- Bilingual in English and French would be an asset.

**REQUIREMENTS:**

- Strong personal initiative;
- Effective negotiation and facilitation skills;
- In depth knowledge of Economic Development practices;
- Ability to multi-task, work both independently and as a team and to meet deadlines;
- Exceptional organizational, communication, customer service and time management skills;
- Exceptional report writing skills;
- Valid Class "G" driver's license in good standing;
- Availability to travel and to attend evening and/or weekend meetings as required;
- Must be bondable;
- Will be required to sign a Confidentiality Agreement;
- Competency testing may be performed.

Application packages must confirm the requirements of the Job Posting and consist of a completed employment application form, a cover letter and a resume. A negative Criminal Record Check must accompany the application package.

Application forms and Job Description available at the Municipal Office and at [www.townshipofhornepayne.ca](http://www.townshipofhornepayne.ca), under "Employment Opportunities".

Applications will be received at the Municipal Office by the undersigned until 4:00 p.m. on Friday, April 12<sup>th</sup>, 2019 or by email: [Jeremy.hpayne@bellnet.ca](mailto:Jeremy.hpayne@bellnet.ca) or fax: 807-868-2787.

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

Gail Jeremy  
CAO/Clerk, Township of Hornepayne

**NOTE: The Township of Hornepayne is an equal opportunity employer and welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Personal information will be used to determine eligibility for potential employment and is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act.**