

# ECONOMIC DEVELOPMENT ANALYST

- *Do you have considerable knowledge of community economic development trends?*
- *Do you have excellent analytical and problem solving skills?*
- *Do you want to work and live in a beautiful coastal environment?*
- *Don't miss this exciting opportunity!*

*Vancouver Island is one of Canada's most enviable locations and Campbell River is ideally situated to take advantage of the best the island has to offer. With a moderate climate, spectacular scenery and year-round recreational offerings at its doorstep, Campbell River is a community that will continue to attract people from all locations.*

The City of Campbell River is looking for an **Economic Development Analyst** to assist in the development of corporate policies, programs and procedures targeted at promoting ongoing economic development and encouraging investment in the community. You would also provide administrative and technical support to the execution of day-to-day activities supporting the strategic plans of the department.

To complement your Bachelor's Degree or 2-year Diploma in Economic Development, Business Administration, Economics, Planning, Public Administration or Marketing, you will also:

- Have a minimum three (3) years' experience in economic development or marketing, within the last seven (7) years;
- Have a minimum three (3) years' experience in developing funding and partnership proposals and applications, within the last seven (7) years;
- Have a minimum three (3) years' experience in implementing marketing and promotional activities, within the last seven (7) years.

The current hourly rate of pay for this CUPE bargaining unit position is \$29.30 working a 35-hour work week.

Please see the attached job description that lists all the necessary qualifications for this position.

If you have the skills we are looking for, you wish to work in a friendly, goal oriented department, and you want to live, work and play in a great community, apply now!

Please send your resume AND covering letter, quoting **EXT-17-38** to:



Human Resources Department  
City of Campbell River  
301 St. Ann's Road  
Campbell River BC V9W 4C7  
Fax: (250) 286-5760  
Email: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

**This posting closes at 4:30 pm on Wednesday, June 28, 2017.**

We thank all applicants for their interest; however, only those short listed for interviews will be contacted.

**ECONOMIC DEVELOPMENT ANALYST**

<b>Approval Date:</b> May 2017	<b>Department:</b> Economic Development	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
<b>Title of Management Supervisor:</b> Economic Development Officer		

**General Accountability:****Purpose and Scope**

Reporting to and taking direction from the Economic Development Officer, the Economic Development Analyst assists in the development of corporate policies, programs and procedures targeted at promoting ongoing economic development and encouraging investment in the community. The Economic Development Analyst provides administrative and technical support to the execution of day-to-day activities supporting the strategic plans of the department.

**Nature and Scope of Work**

- Conducts research on best practices for economic sustainability, analyzes economic trends, and uses considerable judgement to make recommendations to the supervisor;
- Produces statistical, sectoral and economic reports in support of the City's objectives;
- Undertakes projects such as sector research, cluster studies and economic impact analysis;
- Designs and maintains relevant economic databases;
- Provides highly confidential administrative support, including coordinating meetings, composing correspondence, and maintaining filing systems;
- Promotes economic development and sector development initiatives through physical and online/website mediums;
- Liaises with business organizations and associations to establish and cultivate client relationships;
- Acts as first point of contact for inquiries from the business community, and provides timely and appropriate advice, business information, and/or referral to appropriate government or business resources;
- Develops presentation materials;
- Works with stakeholders to coordinate, plan and host special events;
- Works with provincial and federal government departments and agencies, particularly with respect to grant funding and partnership opportunities;
- Assists in preparation of departmental financial plan and/or specific project plans and monitors performance against approved departmental budgets;
- Remains current in trends related to business development activity, policies and strategies pertaining to land development within the City;
- Continually examines work processes to identify problem areas or opportunities for improvement;
- Other duties as may be assigned.

**Necessary Qualifications****Technical Knowledge/Skills:**

- Considerable knowledge of community economic development trends and practices, current marketing trends, public administration, and community planning principles.
- Strong knowledge of the land development process.

- Thorough knowledge of general office procedures, composition of letters and customization of documents.
- Thorough knowledge of relevant manuals, guidelines, procedures, City policies and bylaws.
- Working knowledge of WorkSafe BC regulations and safe work procedures.
- Proficiency with all MS Office applications, with advanced level proficiency in Microsoft Word and intermediate level proficiency in Microsoft Excel and Powerpoint (minimum 60% within the last 18 months – internal candidates).
- Proficiency with desktop publishing and website content management.

**Key Competencies:**

<b>Key Competency</b>	<b>Job Specific Requirements</b>
Accountability & Reliability	Able to work under general direction only, exercising considerable independence in the execution of duties.
Collaboration and Negotiation	Able to collaborate and build relationships with internal and external stakeholders.
Communication	Excellent verbal, listening, presentation and written communication skills.
Initiative	Self-starter showing considerable initiative.
Networking and Relationship Building	Skilled in diplomacy, political acumen, and building trust-based relationships with stakeholders; able to combine global outlook with community needs.
Organizational Awareness	Knowledge of department's role within the City's organizational structure.
Planning and Organizing	Highly organized with good project management skills; ability to multi-task and work successfully under timelines and pressures.
Professionalism	High degree of assertiveness and confidence; skilled in maintaining confidentiality; able and willing to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
Results and Quality Focus / Attention to Detail	Acute attention to detail; strong research and analytical skills.
Risk Management	Exhibits safe work habits and practices.

**Education, Training & Certification:**

- Bachelor's Degree or 2-year Diploma in Economic Development, Business Administration, Economics, Planning, Public Administration, or Marketing.
- Must possess and maintain a valid Class 5 Driver's License, and produce and maintain a clean driver's abstract, as per City policy.

**Experience:**

- Minimum three (3) years' experience in the last seven (7) years in economic development or marketing.
- Minimum three (3) years' experience in the last seven (7) years in developing funding and partnership proposals and applications.
- Minimum three (3) years' experience in the last seven (7) years in implementing marketing and promotional activities.

**Unusual Working Conditions**

- Weekend, evening and overtime work may be required.
- Out of town travel may be required.