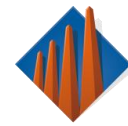


Position Posting

Coordinator, Investment

(1 Position Available)



LLOYDMINSTER

Term of Employment:	Full-time, Continuing
Rate of Pay:	Band 6: \$39.61- \$42.68 per hour (Subject to CUPE 1015 Agreement)
Location:	City Hall
Duties:	<p>The Coordinator, Investment will provide professional level support to the Economic Development Officer (EDO) through land sales, site selection, economic development, redevelopment and development planning, and marketing and research work in implementing the City of Lloydminster's Economic Development Strategic Plan.</p> <p>General responsibilities and duties include coordinating the flow of land and investment paperwork, ensure that all documents required for the development and sale of the City's properties is achieved in an efficient manner. This position will provide assistance to the EDO with projects and programs that support residential, commercial, and industrial development, as well as sales and marketing for the City's Land Division. The Coordinator, Investment will also support the EDO in business attraction, site selection, business retention and expansion, and other economic development, redevelopment or capital improvement programs or projects.</p> <p>The incumbent will be an energetic professional with exceptional multitasking skills and experience in handling a wide range of administrative and management support related tasks.</p> <p>Marketing and Sales</p> <ul style="list-style-type: none">• Oversee the preparation and ensure accuracy of land sale documents including detailed information on industrial, commercial and residential lots.• Prepare and advise the EDO on land agreements for sale and purchase in accordance with City Council resolutions and policies, ensure the City's interests are adequately protected and are satisfactory.• Work with lawyers on sales agreements, review agreements, invoicing, caveats, discharges and land transfers for accuracy, and follow up to ensure all land files and terms and conditions of the agreements are met.• Support EDO in land analysis by preparing information packages, working with developers, realtors and area landowners, researching properties and businesses, and participating in facilitation of prospect tours. Assist with administration reports and briefs when necessary .• Coordinate the marketing of City residential and industrial land development projects through collaboration with various City departments, consultants and contractors. Implement the marketing of the developments, while ensuring accuracy of land sale marketing plans and brochures, including detailed information on individual lots (ie. size, setbacks, easements, rights-of-way, zoning, controls and pricing).• Respond to inquiries from the public, developers, appraisers, realtors, site selectors and other City departments in a timely

	<p>and professional manner. Advise on land related matters that pertain to the development of City owned and private land holdings; manage the files and ensure required actions are carried out that result from the inquiries.</p> <ul style="list-style-type: none"> • Negotiate with private, provincial and corporate landowners in the acquisition of land for City purposes. • Set up, attend and tear down booths at industry specific tradeshow and home shows. <p>Research</p> <ul style="list-style-type: none"> • Conduct research to identify emerging community and business needs, trends, and services, and compiles and analyzes data. • Provide input on trends in marketplace and in land related department budgets and business plans. <p>Administration</p> <ul style="list-style-type: none"> • Manage relationships with vendors, service providers and contractors, ensuring that all items are invoiced and paid on time. • Responsible for managing office services by ensuring office operations, equipment and supplies are maintained and stocked, correspondence control, filing systems are designed and followed, and supply requisitions are reviewed and approved. • Assist in site analysis by preparing information reports, working with developers, realtors and area landowners, researching properties and businesses, and participating in facilitation of site tours. • Complete Subdivision Architectural control pre and post construction reviews, discharging caveats and interests when appropriate. • Assist in the preparation of Information Reports and Requests for Decision for Council and Executive Leadership Team. • Perform administrative tasks including minute taking, scheduling and booking travel arrangements. • Maintain confidentiality in accordance with the <i>Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)</i>. <p>Other</p> <ul style="list-style-type: none"> • Other related duties as required.
Schedule:	<p>This position is mainly office based, but the incumbent will sometimes be required to visit other City facilities to carry out meetings. Normal working hours are Monday to Friday between 8:00 am and 5:00 pm, however there is a requirement to be available outside these normal working hours during the evenings and weekends. The position is office based and requires extended hours of sitting. Some trade shows are included in the marketing plan for Land Sales, therefore, some travel is required.</p>
Qualifications:	<ul style="list-style-type: none"> • Post-Secondary diploma from a recognized institution with major course work in real estate, urban planning, economic development, public or business administration. • Minimum five years experience in a related position. • Ability to communicate at a semi-technical and professional level with businesses, elected officials and the public. • Withstand stress situations, influence positive outcomes through negotiations and respond professionally to complaints.

	<ul style="list-style-type: none"> • Possess considerable knowledge of real estate and legal documentation pertaining to land transactions, land development, legal titles and valuation work. • Team player with a positive attitude that can communicate effectively with residents, clients and managers. • Able to work on multiple projects simultaneously while meeting deadlines. • Must possess functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several projects. • Must possess situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization. • Must possess professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction. • Valid Class 5 Driver's License registered in Alberta or Saskatchewan with an acceptable Driver's Abstract is required. The successful candidate will be required to operate a municipal and personal vehicle for business purposes.
Pre-Employment Requirements:	<ul style="list-style-type: none"> • Satisfactory Criminal Record Check. • Successful applicant must provide proof of qualifications. • Applicants with international education will be required to include an Academic Credential Assessment with application.
Closing Date:	July 1, 2025
Posting Type:	Internal & External
Application Information:	<p>The City of Lloydminster offers consistent working hours that afford a positive quality of life, a competitive salary/benefit package, and is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations team and received by the closing date.</p> <p>External Candidates apply at: https://lloydminster.applytojob.com/apply </p>