



Employment Bulletin (External)



North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the City's 250 full and part-time employees. Its relative size allows for a flexible municipal government while reducing red tape for a fast, friendly business development. We are currently inviting applications for a:

Economic Development Manager

(40 Hours per week) Full-Time

The Economic Development Manager is under the general direction of the City Manager and responsible for the promotion, implementation and administration of Economic and Business Development for the City including the retention and expansion of existing business and attracting new business and generally, to promoting the City of North Battleford as a City of opportunity. Engagement, communication and relationship-building will be crucial in promoting and achieving sustainable growth.

Qualifications

- University degree in Business Administration/Commerce/Economic Development or equivalent experience.
- Five years' experience in economic development or exposure to multi-faceted businesses.
- Completion / Enrolment of the national Economic Develop (EDAC) certificate program is an asset.
- Thorough understanding of municipal economic development issues, both rural and urban and working knowledge of inter-governmental funding programs and opportunities.
- Strong organizational interpersonal and communication skills to effectively manage projects and to establish and sustain solid working relationships and partnerships.
- Valid Class 5 Saskatchewan Drivers Licence.
- Provide a clear Criminal Record Check upon hire.

Duties and Responsibilities

- Develop, monitor and implement business development strategies and initiatives for the City.
- Deliver economic development services with a focus on manufacturing, tourism, and workforce development.
- Deliver economic development strategies and action plans; evaluate local resources, needs, goals and opportunities and promote City of North Battleford.
- Assist with developing policies and/or incentive relative to business development objectives.
- Develop, recommend and implement of relevant economic marketing strategy for the City which support the City's Strategic Plan.
- Recommend the development and implement short and long-term policies and/or incentives relative to business development objectives.
- Develop, recommend and implement marketing plans and strategies to promote and attract business and partner with other agencies where possible.
- Prepare and distribute promotional material and advertising and partner with other agencies.
- Respond to information requests pertaining to new business, business expansions and reductions, labour and economic issues.

To review the comprehensive Job Description please contact hr@cityofnb.ca

Competition Number: EC001
Rate of Pay: \$98,915 – \$123,266 (OOS Band 6 – Manager Level 1)
Hours of Work: Monday to Friday 8:00am to 5:00 pm (40 Hours per Week)
Posting Closing Date: September 16 2022 @4:00pm or until successful candidate is found

Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

hr@cityofnb.ca

City of North Battleford
1291 101st Street
P.O. Box 460
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700
Fax: 306 445-0411

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

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the *Saskatchewan Human Rights Code*, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

Please note: Priority will be given to internal applicants

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