

MANAGER, ECONOMIC DEVELOPMENT AND TOURISM
MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Economic Development and Tourism
LOCATION: Grovedale, Alberta
STATUS: Accepting applications until a suitable candidate is found

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce, and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks, and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Director, Planning and Economic Development, the Manager, Economic Development and Tourism is responsible for advancing economic growth, investment readiness, business retention and expansion, and tourism development throughout Greenview's hamlets and rural communities in alignment with municipal priorities, legislation, and Council's strategic direction.

This position provides leadership to the Economic Development and Tourism team and oversees successful operation of economic related facilities, such as Greenview's Tourism and Interpretive Centers and Airports. The Manager fosters a collaborative and service-oriented approach that supports local businesses, residents, visitors, investors, and community partners.

The primary focus of this role is to strengthen regional partnerships, support local business growth, attract investment, enhance workforce and community development initiatives, and promote Greenview as a destination for tourism, recreation, and economic opportunity.

Additional responsibilities include supporting strategic initiatives such as Greenview Industrial Gateway, Invest NW Alberta, Work NW Alberta, and development of the Hamlet of Grande Cache as a Multi-Season Resort destination. This will involve leading communications and marketing efforts related to economic development and tourism, and maintaining effective relationships with internal departments, businesses, Indigenous communities, government agencies, and external stakeholders.

MAJOR

- Preparation and administration of the Economic Development and Tourism program budget.
- Work towards the organizational implementation of Greenview's Strategic Plan and support of Council initiatives.
- Manage, oversee, coordinate, and support direct reporting staff in Economic Development and Tourism.
- Work collaboratively and in mutual support of key internal stakeholders, including but not limited to Communications and Marketing, Planning and Development and the Greenview Industrial Gateway.
- Work proactively to ensure business retention and expansion goals within Greenview are being met.
- Actively pursue new industry opportunities and support businesses to locate to Greenview.
- Ensure Greenview owned smaller airport facilities, including closed airport facilities, are administered and maintained.
- Ensure Greenview is represented and promoted at industry events and trade shows.
- Establish relationships with existing and prospective industrial/ commercial representatives, community groups, and stakeholders in relation to economic development and tourism support.
- Establish and maintain positive liaisons with various government agencies.
- Develop and assist in the implementation of Greenview's goals - objectives and policies / procedures related to economic activities and programs.
- Ensure the department assembles, develops, distributes, and analyzes demographic and economic information for internal and external use.
- Perform related duties and responsibilities as required.

MINOR

- Manage and conduct special projects authorized by Greenview's Council.
- Research economic development initiatives, compile and maintain the statistical data.
- Interact with chamber of commerce in the area and similar groups to promote business.
- Prepare and present analytical and statistical reports on operations and activities as needed.

OCCASIONAL

- Provide customer service and serve as a trouble shooter to Ratepayers, brokers, landowners, prospects, retailers, developers, and organizations acting as an advocate for business.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- A related post-secondary degree in economic development, such as business administration, urban planning, marketing, market research, communications, economics, or political science. Equivalent years of experience in the field of economic development, however a combination of certification (CEcD or EcD) and proven experience may be considered.
- A minimum of five (5) years of experience in similar field, preferably in a municipal organization.
- Prior experience as a Manager with budgetary and staffing oversight in a municipality is considered an asset.
- Membership or the ability to obtain membership with the Economic Developers of Canada and/or Alberta is an asset.
- Possession of a valid Class 5 driver's license and satisfactory driving record.

SKILLS REQUIRED:

- Strong organizational skills to prioritize multiple projects simultaneously and meet established deadlines.
- Ability to interact well with, and respond to inquiries from all levels of staff, including Management, Council and Ratepayers.
- Ability to develop and nurture productive business relationships with internal and external partners; work collaboratively to resolve problems.
- Well-developed interpersonal communication and negotiation skills.
- Excellent written, verbal, and analytical communications skills.
- Proficiency with common industry computer applications including Microsoft Office 365.
- Must be able to maintain confidentiality.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computers and telephone.
- Long periods of sitting, good lighting, temperature, and noise control.
- Use and operation of a vehicle is required with facilities and staff located across Greenview.
- Normal working day consists of 7.5 hours; however occasional overtime and off-hours travel may be required.

- Moderate domestic and occasional international travel required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with the Municipal District policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met, and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

HOW TO APPLY:

Interested candidates may submit cover letter (stating the position you are applying for) in one of the following ways:

E-mail: careers@mdgreenview.ab.ca (please quote the position in the subject line)

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.