

		The Corporation of the Town of Arnprior Job Description	
Job Title: Economic Development Officer			Page(s): 1 of 4
Location: Town Hall	Reports To: Manager, Development Services	Revision date: June 2026	
Department: Development Services		Salary/Wage: Grade 9	

Position Summary:

Reporting to the Manager, Development Services, the Economic Development Officer (EDO) is a member of the Development Services department. The Development Services department is a high-profile unit which is responsible for the advancement of the Town's economic development, planning/growth and construction strategies. The Development Services Branch recognizes the synergies which must exist between planning, growth, and economic development. The EDO will play an important role in the development of economic development strategies, guidelines, policies and development as they pertain to economic development and tourism. The EDO will be responsible for supporting various economic development initiatives to promote the growth and development of the Town of Arnprior's economic base and assist in the retention and expansion of existing businesses. The EDO will undertake research and analysis and represent the Town on various committees, task forces and project teams.

Scope:

Failure to ensure development and implementation of effective economic development strategies may result in potential financial loss, poor and ineffective communication, loss of economic prosperity and a loss of credibility for the CAO and Council.

Key Responsibilities/Duties:

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

1. Coordinates the development and implementation of economic development programs, policies, procedures and strategies that enhance Arnprior's business climate and support economic growth, jobs and prosperity.

2. Conducts research and analysis of emerging best practices and information in order to advance the Town's economic development, investment readiness, and business retention and attraction strategies. Recommends improvements as required in order to give the Town an on-going competitive edge. Maintains an awareness of current economic issues and opportunities important to the development of the local economy.
3. Represents the Town on economic development matters as a team member, or independently by attending public meetings as a spokesperson to present, rationalize and discuss projects; preparing and presenting reports to various audiences. Representing the Town on committees, task forces, networks and meetings external to the corporation etc.
4. Leads and coordinates the preparation and implementation of the Town's Economic Development Strategies, including tourism strategies, business retention and expansion and retail demands.
5. Builds relationships with existing businesses as well as potential investors and entrepreneurs to facilitate economic growth and diversification. Provides referrals to appropriate government and community agencies, funding programs and workforce development programs; and promotes availability of agency and/or government funding programs which can assist with the economic development in Town.
6. Prepares information and materials to share with prospective investors interested in locating, establishing or expanding business and industrial opportunities, with the goal of expanding the commercial, service and industrial tax base in Town. Information may include the availability of land, buildings and opportunities available for retention of business and industry in Town.
7. As a member of the Development Services department, the EDO works collaboratively with the Manager, Development Services and the Chief Building Official in a team atmosphere to ensure that all aspects of the "live, work, play" continuum, business attraction and retention and land development facets are all effectively and efficiently advanced.
8. Provides support to the Manager, Development Services on development files and initiatives as required.
9. Manages and staffs the Arnprior Market including managing the Market summer student; ensuring a successful market throughout the season.
10. Performs the responsibilities of the position within the legislative/regulatory standards such as the Municipal Act, Ontario Occupational Health and Safety Act, as well as operational policies and by-laws as set out by the Town of Arnprior.
11. Coordinates the writing, editing, designing and production of marketing materials and advertising

related to economic development and tourism.

12. Performs other related duties consistent with the duties outlined above.

Work Relations:

Internal: Manager, Development Services, employees in the Development Services Department, and other staff of the Town of Arnprior.

External: The public; liaise with local businesses, community leaders, and related Municipality contacts, Provincial and Federal Ministries and agencies.

Subordinate Positions:

- Summer Student - Marketing
- Other temporary/short-term positions when applicable

Working Conditions:

Physical Demands – The EDO may have to work odd or long hours at a time to complete special requests or projects. The EDO may have to spend long hours sitting and using office equipment, computers and attending sessions.

Environmental Conditions – The EDO will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests. The EDO may find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory Demands – Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches and the constant noise and activity of a busy office environment.

Mental Demands – The EDO will have to manage a number of requests and tasks at one time and must be prepared to deal with stressful situations at any time.

Statement of (Minimum Qualifications):

Education/Certificates:

- Post-secondary education and certification in economic development, business or commerce, or related discipline.

Experience:

- Minimum five (5) years of experience in a related environment.

Knowledge:

- Knowledge of economic development theory and approach.

- Local business and economic development agency environment.
- Project management principles and practices.
- Capital and operating budget processes.
- Applicable computer technology and tools.
- An understanding of relevant legislation, policies and procedures (for example, Municipal Act, Planning Act and Business Improvement Area legislation).

Skills/Abilities:

- Maintain confidentiality, use sound judgement and demonstrate the ability to work independently and in a team environment and maintain a professional demeanour while providing services.
- Maintain standards of conduct, possess cultural and political awareness and sensitivity, demonstrate sound work ethics and be consistent and fair.
- Exceptional communication skills (written and verbal) with strong interpersonal skills and an ability to influence others and work effectively with people representing a wide range of interests.
- Highly organized with a demonstrated ability to prioritize, set schedules, handle multiple projects and competing demands, and meet deadlines.
- Effective problem-solving skills.
- Positive, inclusive approach to project development and implementation.
- Client-centered approach to service delivery and willingness to take personal responsibility for quality of services and on-going process improvement.
- Results-oriented.
- Proficient computer skills, sound analytical problem solving, report writing, presentation, interpersonal and time management skills.

Assets:

- Economic development certification (Economic Development) will be considered an asset.
- Education in municipal government, i.e. AMCTO training would be an asset.