**CITY OF YELLOWKNIFE**

**JOB DESCRIPTION**

June, 2019

**POSITION TITLE:** Manager,Economic Development **POSITION NO:** #340-105M

**DEPARTMENT:** Economic Development and Strategy **DIVISION:** Economic Development

**LOCATION:** City Hall **SUPERVISOR’S TITLE:** Director, Economic Development

and Strategy

SUMMARY OF THIS POSITION

The Manager, Economic Development is responsible for leading municipal economic development and tourism initiatives and programs for the City of Yellowknife.   Reporting to the Director of Economic Development and Strategy, this position plays a key role in developing strategies that support attracting and retaining commercial and industrial business, maximizing visitor services and tourism potential, supervising and managing all staff, with the ultimate goal of enhancing the City’s economic and tourism profile, as well as the business and visitor experience in Yellowknife, all while providing exceptional customer service.

OUTLINE OF DUTIES

* Manages the Economic Development initiatives and programs which is done by:

- Meeting with senior representatives of local businesses on a confidential basis to determine their needs, future plans and concerns and how the City might assist them;

- Assisting businesses in organizing and coordinating their expansion or relocation plans by providing information and assistance in their dealings with the City;

- Providing information to new prospects requesting materials on the City and outlining the benefits of choosing the City as a location;

- Assisting in the development of marketing materials and advertising for City-owned residential, commercial and industrial land;

- Representing the Department of Economic Development and Strategy and the City at meetings of service clubs associations, realtors, etc;

- Retaining ongoing contact with developers, realtors, and other interested parties, to ensure that they are up-to-date with information on City-owned residential, commercial and industrial land offered for sale and encouraging them to introduce their clients to our product;

- Gathering information from local businesses to assist the department in preparing demographic materials on the City;

- Arranging and attending meetings, as required, involving clients and various City departments, representing economic development interests;

- Working with area businesses to aid with business development and retention to solve problems faced by those doing business;

- Supervising the redevelopment efforts, including associated boards, within the City to develop strategic proposals to promote revitalization, diversification, expansion and economic development;

- Developing data such as vacant property analysis, building inventories, municipal information packages, and application processes to aid in economic development and redevelopment;

- Coordinating efforts for the City with the Yellowknives Dene, the Yellowknife Airport, the Yellowknife Chamber of Commerce, Northwest Territories Tourism, and Department of Industry, Tourism and Investment;

- Developing the annual division budget based on all program allocations, prior year's expenditures and community priorities; monitors expenditures and prepares budget adjustments;

- Works with other agencies to obtain funds for economic development and redevelopment;

* Manages the Economic Development Division staff which is done by:

- Delegating and scheduling workloads to ensure that divisional responsibilities and deadlines are met;

* + Meeting regularly with staff to review ongoing activities and monitor performance.
  + Providing direction and training to staff, including onboarding and orientation to new employees.
  + Participating in recruitment of positions for the division in conjunction with Human Resources.

- Performing regular performance evaluations and probationary evaluations as required.

- Advising on methods and procedures to improve staff performance; and

- Instituting and carrying out disciplinary procedures as required in consultation with the Director and Human Resources.

* May act as the Director of Economic Development and Strategy in the absence of the incumbent in that position when assigned.

SPECIFICATIONS

Decision Making

Decisions made by the incumbent and recommendations to the Director have a direct impact on quality of the programs and services delivery in the City. The incumbent must be able to effectively promote the advantages of the City as a place to locate business. Work is often of a highly confidential nature and errors could result in loss of business opportunities for the City and loss of credibility for both the department and the City. Failure to exercise proper decision making and judgment may result in unnecessary expense to the public and possible expense to the City, as well as embarrassment and loss of goodwill and credibility. Policy decisions must take into account the effect they will have on the public, and the incumbent must be aware of this impact.

Contacts

The work requires contact with business people and other potential corporate residents, sometimes outside of regular hours. Frequent contacts are required within Municipal, Territorial and Federal government officials as well as the general public, the business community and community groups. Ongoing external public communications are crucial to the functions of the Department and must be carried out in an open and diplomatic manner. The incumbent may represent the department at meetings where Economic Development policy or advice is required.

Public Sensitivity

Work may be of a highly confidential and politically sensitive nature. The position requires the incumbent to be sensitive to matters pertaining to these processes. The position requires that the incumbent has the ability to respond correctly and diplomatically to controversial and sensitive issues.

Supervision

The Manager supervises staff in the division and as required, the incumbent shall provide supervision of consultants and contractors on a project specific basis. The incumbent is responsible to ensure the safety of staff.

Complexity of Work

The nature of the work requires a high degree of analysis. Problems may be non-routine and complex requiring research.

Knowledge, Education and Experience

A degree in Business Administration or a related field plus a minimum of three (3) years related experience, which should include within a government or dynamic corporate environment. In addition, the position requires a minimum of two years of experience supervising professional and support staff.

The position requires a demonstrated ability to establish and maintain co-operative and constructive relationships with individuals at all levels of organizations, members of Council (when requested by the Director) and representatives of external organizations. The incumbent is required to present information to associates, the public, and before local boards in multi-media presentations as well as creating a visioning process with interested stakeholders. To be successful, the incumbent must have knowledge of the City of Yellowknife’s economic development initiatives and have the ability to implement such initiatives.

The position requires excellent communication skills both in writing and orally, creativity and an ability to clearly and graphically convey messages, excellent computer skills, and strong interpersonal, team building and public relations skills. In addition, the incumbent must be able to coordinate and prepare meeting agendas, research and analyze data, draft memoranda to Committee and Council, have an ability to work quickly and accurately to meet deadlines and to be customer focused and results oriented.

EFFORT

Mental

The work requires a concentrated mental effort as there is a high degree of analysis required. Problems may be non-routine and complex, requiring significant mental effort, particularly in conducting research.

Physical

The work requires mainly sitting in an office environment but there are long periods of using a computer.

WORKING CONDITIONS

Environment and Hazards

The work is performed predominantly in an office environment however periodic visits to other areas in and around the City are required, including making public presentations and attending meetings.

There are no hazards associated with this position in the usual environment. The incumbent should follow safe work practices associated with ergonomics as a large part of the work is performed on a computer.

I have read and understand this job description. The Human Resources Division has informed me that it is a general description of the duties and responsibilities and qualifications required for my position, which forms the basis for my classification level and against which my performance will be evaluated.

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Employee’s Signature Date

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Department Head’s Authorization Date

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Human Resources’ Authorization Date

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City Administrator’s Authorization Date

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