



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: ECONOMIC PROSPERITY COORDINATOR (Under Review)
DEPARTMENT: COMMUNITY PLANNING
POSITION TYPE: FULL-TIME AUXILIARY UNION POSITION (TEMPORARY)
PAY GRADE: PAY GRADE 17
LAST UPDATED: MAY 2021

NATURE AND SCOPE OF WORK

Reporting to the Director of Community Planning, the Economic Prosperity Coordinator is responsible for implementing various initiatives to promote the economic prosperity and wellbeing of Colwood's households, assist in the retention and expansion of existing businesses, and vigorously seek out new economic opportunities for the City. The Coordinator will also be required to regularly liaise with the development and business community, not-for-profit organizations, and various government and/or partner agencies.

TYPICAL DUTIES AND RESPONSIBILITIES

- Project management of City economic prosperity, resiliency, and wellbeing promotion initiatives.
- Support the Director of Community Planning in the implementation of the Economic Recovery Plan and Economic Development Strategy.
- Assist City departments in work intended to steward and improve the financial health of the municipality such as sustainable asset management.
- Support the administration and implementation, including program development and review, of the Official Community Plan (OCP)
- Provide organizational and administrative support to the Colwood Economic Prosperity Roundtable Program.
- Compilation, maintenance, and analysis of City data sets including metrics associated economic prosperity and program implementation.
- Drafting staff reports and presentations to City management, committee, and Council.
- Seek out and apply to grants that support various City operations with a priority placed on funding opportunities for projects intended to improve the economic prosperity and wellbeing of the community at the household level.
- Support the Manager of Communication in the production of various informational products and promotions associated with the City's economic prosperity initiatives.
- Performs other duties as assigned from time to time.



- Perform the responsibilities of the position within the legislative and regulatory standards as set out in all applicable provincial and municipal regulations, policies, and by-laws.
- The above generally describes the responsibilities involved with the position however is not intended to be an exhaustive list.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completion of Post-secondary college/university degree in Economic Development, Community Planning, Resource Management, or other related degree program.
- Minimum of 5 years' experience in program development and implementation preferably within local government.
- Completion of a Diploma in Project Management.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to function efficiently with little direction to establish and maintain effective working relationships with volunteers, municipal officials, and other employees, to meet and successfully serve the public on a continuing basis.
- Excellent project management skills including the ability to effectively control project timelines and project resources/budgets.
- Ability to maintain the confidentiality of matters as required.
- Ability to work well under pressure and to a deadline with attention to detail.
- Thorough knowledge of business English, spelling, and punctuation.
- Thorough familiarity with modern work processing techniques and procedures.
- Considerable knowledge of the procedures, practices and regulations involved in the operation of a Municipal Government office.
- Ability to take and transcribe action minutes.
- General understanding of the operation of local government as it applies to economic prosperity plus skills in marketing, communications and problem solving.
- General understanding of principles and practices of economic development and ability to accurately evaluate and effectively communicate economic prosperity projects/programs.
- Innovation and creativity in building strong relationships with local businesses, City staff, community and partner agencies.
- Demonstrate proficiency in the core competencies of:
 - Adaptability: Willingness to be flexible in a changing environment.
 - Relationship Building: Establishes and maintains respectful and cooperative working relationships.



- Effective Communication: Communicates effectively with others.
- Problem Solving: Recognizes and acts to resolve problems.
- Organization: Organizes the work so that others will understand it to achieve the City's goals.
- Customer Focus: Provides excellent service to both internal and external customers.

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Class 5 BC Driver's License.