



## **Employment Opportunity**

### **ECONOMIC DEVELOPMENT OFFICER**

**Permanent Full-Time**

#### **Expires: When Filled**

Located in the heart of the Saskatchewan River Valley, the Town of Rosthern is a thriving community that combines small-town charm with exciting opportunities. With a population of over 1,800 and a strategic location near Saskatoon and Prince Albert, Rosthern serves as a regional center for agriculture, tourism, and local business. Rich in culture, history, and potential, we are seeking a dedicated individual to help drive our growth. The Town is now accepting applications for the permanent full-time position of Economic Development Officer.

Reporting to the Chief Administrative Officer (CAO), the Economic Development Officer (EDO) is responsible for planning, implementing, monitoring, and assessing economic development initiatives within the Town. The EDO will develop and maintain a current economic development plan, identifying key sectors and opportunities for short-term, medium-term, and long-term growth. This role will focus on attracting new businesses and residential developments while supporting existing developers to enhance retention, expansion, and the Town's long-term economic sustainability. For a detailed job description visit: [www.rosthern.com](http://www.rosthern.com)

#### **REQUIRED EXPERIENCE & QUALIFICATIONS**

- Post-secondary education in Economic Development, Business, Planning, Public Administration, or a related field combined with at least three to five years of progressive municipal or government experience preferred. Equivalent combinations of education and experience may be considered.
- A designation from the Economic Developers Association of Canada or the International Economic Development Council is an asset.
- Strong ability to navigate economic development issues, business retention, expansion, and community improvement plans. Experience in grant writing, proposal development, business planning, and market analysis is advantageous.
- Competence in interpreting bylaws, resolutions, contracts, and other legal documents. Familiarity with *The Planning and Development Act*, *The Municipalities Act*, and relevant government and legislative policies, standards and legislation is a requirement.
- Above-average analytical, verbal, and written communication skills. Demonstrates professionalism, integrity, neutrality, and objectivity in all business interactions.
- Advanced skills in Outlook, Excel, Word, and other Microsoft applications, including web-based software.
- Ability to work independently while also collaborating effectively in a team setting.
- Strong time management and organizational abilities.
- A current Criminal records check is required.

The salary range for this position is \$64,400 to \$77,500. The Town of Rosthern is an equal opportunity employer that offers a comprehensive benefits package.

**Qualified applicants should submit their resume detailing qualifications, experience and education, along with 3 references to:**

Cortney Larsen, CAO  
Town of Rosthern  
email: [cao@rosthern.com](mailto:cao@rosthern.com)  
Phone: (306)232-4826

We thank all applicants, but only those chosen for an interview will be contacted.



## JOB DUTIES

**POSITION TITLE:** ECONOMIC DEVELOPMENT OFFICER

**REPORTS TO:** Chief Administrative Officer (CAO)

**REPORTS:** None

**Date APPROVED:** May 2025

**Date REVISED:**

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### PRIMARY DUTIES:

- Guides individuals and businesses in establishing, relocating, or expanding their operations within the Town of Rosthern.
- Leads various programs, services, and initiatives, including but not limited to, business outreach, local economic development, Business Improvement Area (BIA) management, project facilitation, workforce development, and special projects.
- Solicits development proposals from private developers, businesses, and industrial organizations, analyzing their feasibility.
- Oversees economic development planning to identify and create growth opportunities.
- Develops and maintains a formal business retention strategy and registry for the local business community.
- Investigates, identifies, and promotes new economic development opportunities, including conducting market surveys and studies.
- Explores and prepares all related grant applications to secure funding for economic initiatives.
- Develops and maintains an economic development and marketing strategy for the Town, including:
  - Creating and updating a municipal profile.
  - Managing the economic development section of the Town's website.
  - Participating in media promotions and advertising as approved by Council.
  - Responding professionally to external business and development inquiries.
  - Developing municipal promotional materials.
  - Ensuring investment readiness.
  - Maintaining open communication with local, provincial, and federal economic development agencies.
- Promotes the Highway Commercial district, including lot sales and coordinated project development.
- Familiarizes themselves with the inventory of available commercial and industrial properties and residential development sites.
- Builds and maintains strong relationships with businesses, residents, clients, the media, and other stakeholders.
- Maintains active connections with business and economic development organizations and government agencies to stay informed on relevant programs and services, ensuring the Town's best interests are served.
- Prepares annual operating and capital budget estimates for economic development initiatives and drafts reports, business cases, tender documents, requests for proposals, and other necessary materials.

- Attends Council meetings, committees, public hearings, and other meetings as required by the Council or the CAO.
- Provides recommendations to the CAO on land use and zoning policies related to economic development and business attraction.
- Conducts research and targets business recruitment prospects, managing a portfolio of leads and tracking engagement activities.
- Performs additional duties as assigned.

#### **ACCOUNTABILITY/RESPONSIBILITY AND UNIQUE POSITION REQUIREMENTS**

- 1) Regular contact with the general public, CAO, colleagues and other departments are expected as well as occasional contact with members of the Council.
- 2) The ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.
- 3) The ability to work with minimal supervision under exposure to minor undesirable conditions such as office noise, continuous sitting, repetitive motion and eyestrain.
- 4) Capability to work a flexible schedule if required which may involve evenings and weekends.
- 5) Is required to attend Committee of the Whole meetings and Regular Council meetings as requested.
- 6) The position requires persuasive diplomacy, courtesy, exercise tact, and professionalism when discussing matters either internally or externally with others as the position requires regular contact with Mayor and Council, CAO, community groups and organizations, and the public.

#### **Computer software and equipment use:**

Microsoft Outlook, Word, Excel, PowerPoint, Publisher, phone, fax, copier/printer, and web-based programs such as but not limited to Canava, Town's website and social media platforms and various others.