

**Job Posting #:** 39  
**Job Title:** Small-medium Business Liaison  
Department: Economic Development Services  
Reports To: Director of Economic Development  
Directly Supervises: n/a  
Status: Full Time Permanent  
Hours per Week: 35  
Salary: Grade 8 - \$61,470.34 to \$74,717.33  
**Application Due Date: Posted until filled**

### Position Summary

Responsible for the management and representation of the department and ensure strategic and operational alignment with the Municipality's strategic plan.

Assume responsibility of corporate wide initiatives and projects as assigned from time to time and share in the corporate oversight of the planning and implementation of cross-departmental projects and issues.

In consultation with Committee members, prepare an annual business plan setting out priorities for strategies, goals, projects and activities. Motivate community projects that are likely to provide economic returns.

Assist Council, other members of the Management team, and the Chief Administrative Officer in the oversight of the corporate strategic direction, decision making and planning, providing managerial experience and departmental and technical/operational insights and perspectives.

### Role Specific Duties and Responsibilities

#### Responsibilities:

1. Use well-developed technical, operational and leadership skills to provide input on departmental/corporate strategic initiatives and lead and/or participate in project teams.
2. Champion the corporate mission and values within the department and across the Corporation as a whole.
3. In consultation with Committee members, prepare an annual business plan setting out priorities for strategies, goals, projects and activities. Motivate community projects that are likely to provide economic returns.
4. Ensure effective and efficient day-to-day operations and functions of all department-related programs.
5. Participate and lead projects by preparing reports for Council approval.
6. Attend and participate at Committee and Council meetings, as required.
7. Member of the Emergency Management Control Group, as outlined in the

Municipality's Emergency Plan;

8. Promotes a high standard of customer service and a collaborative approach with the public as well as to all internal customers.
9. Champion a culture of customer service within the Municipality.
10. Keep up to date on emerging issues and potential new initiatives
11. Ensure appropriate mechanisms are in place to facilitate community input and public engagement.
12. Develop and maintain strong collaborative relationships with the neighboring municipalities, local business community, service clubs, and key stakeholder groups.
13. Participate and be actively involved in the community and municipal events, while maintaining appropriate boundaries to ensure equal treatment of all stakeholders.
14. Champion accessibility, diversity, equity, and inclusion initiatives in the Municipality.
15. Maintain thorough knowledge of the business, as well as an understanding of how that impacts the other entities of contact.
16. Monitor, coordinate, and communicate the strategic objectives of the business.
17. Collaborate and communicate successfully with other entities outside of the business.
18. Work with other staff members to develop a greater understanding of the business and any issues that arise.
19. Develop and foster relationships with the community, stakeholders, and other entities.
20. Collect, analyze, and utilize data and feedback to identify opportunities to improve the relationship between the business and the other entity.
21. Compile reports about particular incidents, events, or updates about an important issue for the business.
22. Proactively solve conflicts and address issues that could occur between the business and the other entity.
23. Promptly respond to incidents and other events as necessary.
24. Act as a positive representation of the business to the community.

## General Duties and Accountabilities (All Municipal Roles)

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

## Required Certifications and/or Health and Safety Requirements

### Education, Skills and Experience

1. Associate's diploma and/or degree required in Economics, Business Administration, Commerce, or related.
2. Experience in the private sector is considered an asset.
3. Strong communication and collaboration skills developed through extensive involvement with local citizen groups, public agencies, special interest groups and the development and building industries.
4. Requires a minimum of three years of relevant work experience with at least 1 years' experience in management.
5. General knowledge of public policy, practices and current issues affecting local government with an understanding of accountability frameworks.
6. Demonstrated experience and knowledge in managing clients and customers and leading cross-functional teams.
7. Possess a valid Class "G" Driver's License in good standing.
8. Proven success in handling matters of a confidential or politically sensitive nature; and to maintain confidentiality.
9. Demonstrated ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values

## Physical Demands and Working Conditions

- Physical demand requires computer work concentration and sitting. Working conditions are in a standard office environment with exposure to public criticism. Some walking and climbing at construction site inspections.
- Normal hours of work are 35 hours per week, Monday to Friday. Available to attend evening and/or weekend meetings and other events, as required.
- Hybrid work environment includes working from anywhere in Ontario.
- Travel is required to meet with potential developers.

## Contacts and Interactions

- Communicates regularly with municipal staff, council, third party contractors, consultants, government agencies, regulatory bodies, stakeholders, and members of the public. Liaison with regulatory officials/agencies related to the Economic Development at the federal, provincial and municipal levels.

## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #39:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).