



Marystown

OPEN TO THE WORLD

EMPLOYMENT OPPORTUNITY

Director of Planning & Economic Development Permanent Fulltime Position

This is a permanent fulltime non-unionized position which reports directly to the Town Manager.

The **Director of Planning and Economic Development** provides information and support to investors, business operators and developers about opportunities that exist in Marystown and the merits of investing and locating in town. The **Director of Planning and Economic Development** will compile data, marketing strategies and materials to improve the development profile of the town, help identify land for potential industrial and commercial development, develop and implement new business retention initiatives to support the business community and help identify new investment and business opportunities. The **Director of Planning and Economic Development** is the first line of contact for business operators and investors and provides ongoing support.

The **Director of Planning and Economic Development** is responsible for all aspects of municipal planning and development, the enforcement and control of by-laws and ensuring compliance with the Town's Municipal Plan and Development Regulations. The **Director of Planning and Economic Development** will receive and review development applications and offer assistance and direction to the public, senior staff and Council regarding proposed developments to ensure that sound planning and development principles is maintained and that the Town is in compliance with prescribed provincial and national planning, building and development standards.

The **Director of Planning and Economic Development** will perform other related duties as assigned by the Town Manager or as directed by the Mayor and Council.

The job is broken down into several broad areas of responsibility outlined as follows:

- Business Retention Initiatives
- Identification and Support for New Business Opportunities
- Development of Promotional Materials
- Future Economic Development
- Planning and Development
- Compliance and Enforcement
- Oversight of Emergency Services, Health and Safety

The **Director of Planning & Economic Development** should have a degree or diploma in economic development, business, marketing or another relevant field of study and should have practical experience working with the business sector. Experience and knowledge of various grant funding opportunities and familiarity with the grant funding application process would be an asset. Excellent communication and presentation skills and an obvious level of comfort in working with and supporting the business community is essential.

Knowledge in municipal planning or geography, certification in cartography and/or land surveying combined with experience in the area of municipal planning and development would be an asset.

Preference will be given to the candidate with the most suitable combination of academic qualifications, or equivalent, and practical experience in the areas of responsibility outlined above.

For a detailed job description outlining the duties and qualifications required, please contact the Town Manager at 279-1661 ext. 227 or email gosmond@townofmarystown.ca.

This employment opportunity offers a competitive salary and benefits package

This competition is open to all applicants. Marystown is an equal opportunity employer that is committed to diversity and inclusion in the workplace.

Applications must be received on or before 3:00 p.m. February 28, 2025.

Apply in writing to:

Town of Marystown
P.O. Box 1118
Marystown, NL
A0E 2M0
Email: gosmond@townofmarystown.ca

Attention: Hiring Committee – Director of Planning & Economic Development

Town of Marystown | info@townofmarystown.ca | 709-279-1661 |
www.marystown.ca



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