

**MUNICIPAL DISTRICT OF BIG LAKES  
ECONOMIC DEVELOPMENT OFFICER**

The Municipal District of Big Lakes invites applications from qualified persons for the position of Economic Development Officer. This 36.25 hrs/week salaried position is for a one year term with the possibility of a one year extension.

Reporting to the CAO, the Economic Development Officer will be responsible for the administration, planning, implementation and promotion of a council approved Economic Development Strategy. This position will require a limited amount of travel out of the area.

The ideal candidate will:

- Have a University degree in commerce/business administration or a related field
- Be assertive, self motivated and able to provide leadership to the organization
- Possess excellent oral and written communication skills
- Have the ability to effectively work with M.D. Council, Economic Development Committees, staff, government officials, representatives of the business community and other stakeholders
- Have five years related experience in this field (business development/management, tourism, marketing, promotion, etc.)

Equivalent combinations of education and experience will be considered.

Understanding of the oil & gas, forestry, tourism and agriculture sectors in Northern Alberta will be an asset for this position.

Salary range: \$59,044 to \$75,147 (depending on experience and education)

The M.D. has a benefit package which includes medical and dental plans and the Local Authorities Pension Plan.

Deadline for applications is February 18, 2011 at 4:30pm (or until a suitable candidate is found)

Please submit cover letter, resume and reference to:

Harry Prockiw, CAO  
M.D. of Big Lakes  
Box 239  
High Prairie, Alberta T0G 1E0 or

E-mail [cao@mdbiglakes.ca](mailto:cao@mdbiglakes.ca)  
Phone 780-523-5955  
Fax 780-523-4227