

Business Development and Real Estate Officer
Infrastructure & Planning Services
File #20-P-64

Job Details

Act as the key contact for economic development inquiries related to City owned properties, business/technology parks and new Business Improvement Areas. Strategize with internal and external colleagues to optimize Economic Stimulus opportunities

Lead the acquisition and disposition of real estate for all City Departments. Lead and/or coordinate activities and processes related to the acquisition, development, management, and sale of new employment lands. Provide expertise, advice, and guidance on all City real estate and employment land development matters.

Qualifications

Knowledge and experience normally associated with a 4 year University degree in Business, Planning Economic Development, or a related field, along with specialized training in land development, real estate, Engineering with a minimum of 5 years multi-disciplinary municipal experience which will ideally include experience conducting, facilitating, and negotiating real estate transactions. A background in real estate law or as a licensed real estate broker/agent would be a definite asset. Certification from the Economic Developers Association of Canada (Ec. D) or equivalent certification would also be considered an asset.

Position requires detailed knowledge and understanding of planning and economic development procedures and processes, planning and engineering processes, municipal procurement processes, and of how legal issues are addressed relating to real estate acquisition and disposition; proven project management skills and experience in successfully leading large capital/strategic planning projects and initiatives; excellent decision-making, problem-solving, and analytical skills; advanced communication, negotiation, presentation, and public relations skills; sound financial, budget, and contract management skills and experience; the ability to exercise sound judgment and resolve complex issues in a constructive and principled manner that considers both short and long-term impacts; the ability to review, interpret, and work with legal documents, engineering drawings, surveys and maps, and prepare written reports, policies, procedures, and contracts; a high level of proficiency in word processing, spreadsheet, and presentation software; and a valid driver's license to fulfill the requirements of the position.

Salary

\$96,922.00-\$105,943.00 (2021 rate)

Application Information

Qualified applicants are invited to submit a résumé and cover letter, quoting file number **20-P-64**, no later than 12:00 p.m. on **Closing Date**, to:

City of Peterborough, Human Resources Division, City Hall, 500 George Street North, Peterborough, Ontario K9H 3R9. Fax: (705) 742-7021 hr@peterborough.ca

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise Human Resources if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.