

NOW HIRING



CITY OF
PORT ALBERNI

BUSINESS DEVELOPMENT AND PROPERTY ADVISOR

The City of Port Alberni is a community of over 19,000 people. Located centrally on Vancouver Island, we are a well-serviced and growing municipality that offers residents affordable west coast living, as well as proximity to oceans, lakes, rivers and mountains.

The City of Port Alberni is currently looking for a **Business Development and Property Advisor** to join a progressive and dynamic organization that provides a full range of programs and services to taxpayers. This position reports to the Manager of Economic Development and is responsible for a wide range of initiatives that are designed to ensure the highest and best use of City-owned assets and properties.

Responsibilities:

- Develop, negotiate, and manage lease agreements for City-owned properties; ensure compliance with municipal bylaws, policies, and legal requirements; serve as primary point of contact for tenants.
- Assist in budgeting and revenue forecasting for leased properties; contribute to long-term asset management strategies; ensure fair market value is achieved for all properties.
- Support the City's economic development work by assisting in the implementation of recommendations of master plan and other relevant documents, and preparing business cases for economic development initiatives.
- Support redevelopment and revitalization initiatives involving municipal properties, including preparing and executing procurement documents related to site development projects and acting as project manager for such projects as required.
- Prepare reports and provides information.

Qualifications & Experience:

- Completion of a bachelor's degree in business administration, or a related field
- 3-5 years of experience in related work, including project management, economic development, property/lease administration or a related field. Experience in a local government setting would be preferred.
- A professional certification in project management would be an asset.
- An equivalent combination of education and experience may be considered.
- Valid BC Class 5 driver's license.

This is an exempt position, with a salary range of \$91,879 - \$105,433, a comprehensive benefit package and flex day work schedule. Qualified candidates may apply by forwarding a resume and cover letter by 4:30 pm on November 7, 2025:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

www.portalberni.ca

