

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Medford, MA 02155  
Office of Human Resources, Room 204  
HR: 781-393-2406

**POSITION:** Director of Economic Development

**DEPARTMENT:** Planning, Development and Sustainability.

**HOURS OF WORK:** Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 AM – 4:30 PM; Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM.

**SALARY RANGE:** \$80,542.80 - \$94,597.76 annually (Non- Union FLSA Exempt)

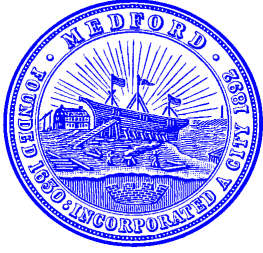
**POSITION SUMMARY:** The Director works closely with businesses, developers, municipal departments, elected officials, and the community to recruit and facilitate the pre-development process for new commercial and residential growth; manages business retention/expansion efforts in Medford's various commercial districts; supports planning efforts related to community and economic development; oversees and informs economic development related policy; and provides in-house expertise on topics such as planning, zoning, and real estate. Additionally, the position is responsible for developing and managing business support initiatives to ensure the recovery and resiliency of Medford's small business community.

**About Medford:** The City of Medford is a diverse and growing inner-core community that is located less than 4 miles west of downtown Boston and Cambridge, neighbors Somerville, and is home to Tufts University. The recently created Office of Planning, Development & Sustainability (PDS) is a multi-disciplinary department that includes planning, economic development, housing, environmental sustainability, and conservation and that administers Community Development Block Grant (CDBG) and Community Preservation Act funding. The City is currently in the process of finalizing its first Comprehensive Plan and recently adopted a Housing Production Plan, Climate Action and Adaptation Plan, and the first modernization of the zoning ordinance in over 40 years. In addition, there is significant commercial and residential development underway with growing private-sector interest in large- and small-scale projects.

**SUPERVISION:** Reports to the Director of the Office of Planning, Development & Sustainability (PDS) with the responsibility of leading economic development for the City of Medford.

**DUTIES & RESPONSIBILITIES:**

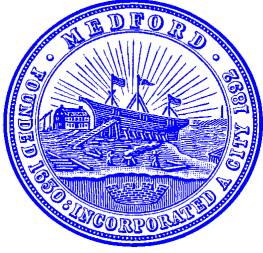
- Administers and implements community and economic development strategies, plans, programs and policies.



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- Acts as main municipal contact for prospective developers, property owners, and real estate professionals seeking to do business in Medford, including;
  - coordinating meetings with the Mayor, Building Commissioner, planning staff, and other relevant departments as needed;
  - vetting opportunities to ensure compliance with local zoning and planning; and
  - assisting private sector partners with pre-development municipal requirements.
- Initiates and manages complex redevelopment plans and planning studies.
- Pursues funding to support new or ongoing initiatives.
- Functions as liaison to the Chamber of Commerce and other economic development organizations and community groups.
- Represents the City at public hearings and meetings of the Community Development Board (Planning Board), Zoning Board of Appeals, and other City commissions.
- Evaluates and proposes changes to land use regulations to foster business and economic development.
- Tracks property that is on the market and/or is underutilized and could potentially be a candidate for redevelopment or improvement.
- Works with property owners and prospective developers and tenants to find properties for relocation and expansion.
- Assists with the creation of tax incentives to encourage development and business attraction.
- Creates and administers business support programs such as the storefronts façade improvement program, outdoor dining, and small business counseling.
- Serves as staff liaison to the Cannabis Advisory Commission and Civic Auditorium and Convention Center Commission (CACCC).
- Conducts research and prepares reports on land use, physical, social & economic issues.
- Assists PDS and communications staff with the development of press releases, web content development, and other community outreach methods related to economic development projects.
- Supervises Economic Development Staff and intern.
- Provides customer service and responds to phone, email, and written communications.
- Provides support to CDBG staff in preparation of CDBG plans and oversight of CDBG efforts.
- Attends evening and weekend meetings as necessary.
- Facilitates public meetings for special projects as necessary.
- Performs related duties as required.



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## **EDUCATION/EXPERIENCE:**

Master's Degree in Planning, Economic Development, Business, or related field. Minimum of five (5) years of professional experience in the administration of redevelopment, economic development and/or land use planning. Any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. American Institute of Certified Planners (AICP) or Certified Economic Developer (CED) credential preferred.

## **KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge:** Advanced knowledge of the principals, practices, and techniques of commercial and residential redevelopment, finance, transportation, economic development, planning, and zoning. Knowledge of municipal codes and state land use regulations, including M.G.L Ch. 40A and 40B. Knowledge of federal and state laws and programs pertaining to development and planning. Experience with municipal procurement regulations. Demonstrated business development success. Knowledge of principles, methodology, practices of research and data collection.

**Skills:** Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decisionmakers. Experience developing budgets and managing contracts and consultants. Excellent computer skills and familiarity with software programs like Microsoft Office and GIS. Creative problem-solving skills to gather relevant information to solve less well-defined planning problems

**Abilities:** Ability to initiate and manage large-scale projects requiring planning, funding, and staffing. Experience managing multiple projects simultaneously. Communicates clearly and concisely, both verbally and in writing.

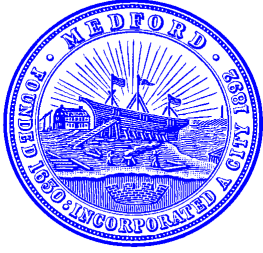
## **Physical Requirement:**

While performing the duties of this position, an employee is regularly required to sit, communicate in person, by telephone, use hands to finger, handle, feel and operate standard office equipment (such as calculators, copiers, typewriters, fax and personal computers).

## **WORK ENVIRONMENT:**

Standard indoor office environment. The noise level in the work environment is usually low to moderate.

**ADDRESS ALL COVER LETTERS AND RESUMES TO**  
**Office of Human Resources**  
**City of Medford – Room 204**



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**Or send cover letter and resume with the job title in the subject line to  
[jobs@medford-ma.gov](mailto:jobs@medford-ma.gov)**

**For the posting please visit the City of Medford's website – [www.medfordma.org](http://www.medfordma.org)  
The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the  
City of Medford, Women, Persons of Color, Veterans and Persons with Disabilities are  
encouraged to apply.**