



Medford

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

POSITION: Staff Planner, Housing

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.

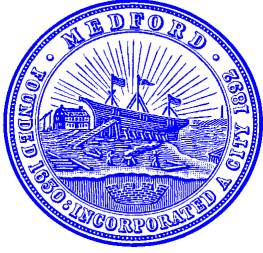
SALARY RANGE: \$68,516 - \$80,073 annually (Non- Union FLSA Exempt)

POSITION SUMMARY: Professional and administrative position responsible for managing and supporting existing housing planning activities and programs and expanding the City's housing efforts by undertaking initiatives to implement strategies outlined in the City's Housing Production Plan and Comprehensive Plan. The Housing Planner will work closely with other Planning, Development & Sustainability (PDS) staff and City departments, non-profit and private housing developers and managers, social service agencies, regional and state agencies, and the Medford Housing Authority.

SUPERVISION: Works under the direction of Director of Planning, Development and Sustainability.

RESPONSIBILITIES:

- Manages multiple ongoing housing-related projects, programs, and planning studies.
- Undertakes new initiatives to implement the strategies outlined in the new Housing Production Plan and Comprehensive Plan.
- Reviews and evaluate complex development proposals for compliance with the City's Inclusionary Housing ordinance and alignment with goals and objectives outlined in the Housing Production Plan and Comprehensive Plan.
- Manages the city's Subsidized Housing Inventory including adding new units and ensuring compliance with applicable affordability terms.
- Manages the city's Inclusionary Housing program; recommend updates in alignment with city goals and best practices.
- Proposes changes to the city's housing policies, including Inclusionary Housing, zoning and other tools; undertake studies and keep abreast of best practices to inform recommended changes.
- Acts as City representative to various boards and task forces and represent Medford to regional and local organizations and coalitions focused on housing including, but not limited to, serving as the Medford representative to the North Suburban Consortium (HOME funds).



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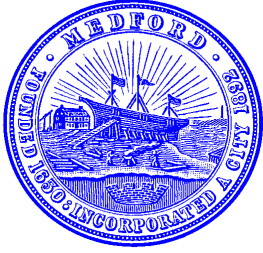
- Research housing programs and development policy topics; maintain knowledge of new and emerging affordable housing programs and other tools that advance community housing goals.
- Develops and maintain relationships with residents, housing providers, developers, property managers, community groups, lenders, and other housing agencies and service providers and particularly affordable housing developers.
- Leverages City resources to create new affordable housing and to preserve existing affordable housing.
- Compiles and analyzes program data for program evaluation, management, and goal setting.
- Applies for and manages grants.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Works closely with the Office of Prevention and Outreach to identify and stay current on local housing needs and work to address these needs with the creation of new programs and/or partnerships with outside agencies.
- Provides support to CDBG staff in preparation of CDBG plans and oversight of CDBG efforts.
- Provides customer service and responds to phone, email, and written communications.
- Attends evening and weekend meetings, as necessary.
- May supervise junior staff and interns.
- Performs other related duties as required.

EDUCATION/EXPERIENCE:

Master's Degree in City Planning or a related field; a minimum of two (2) years professional experience in planning, community development, housing policy/law, or real estate development. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job is also acceptable. Familiarity with affordable housing programs and funding sources (CDBG, HOME, tax credits, CPA, etc.). Project or grant management experience. Knowledge of assembling financing for successful affordable housing development and/or experience working with public agencies, private lenders, and other housing funders preferred.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge: Advanced knowledge of the principles, practices, and techniques of planning, zoning, and land use. Knowledge of municipal codes and land-use regulations including Massachusetts General Laws Ch.40A, 40B, and 41. Well-developed knowledge of housing planning and one or more planning disciplines, such as urban design, transportation, economic development, or land use.



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Knowledge of and experience with development review processes. Working knowledge of and experience with construction processes. Working knowledge of public procurement.

Skills: Proficient with Microsoft Office software applications. Familiarity with GIS. Excellent record-keeping skills. Excellent written and oral communication, facilitation, and public speaking skills. Excellent critical thinking and creative problem-solving skills to gather relevant information to solve less well-defined planning problems.

Abilities: Ability to organize, maintain, and analyze data and reports. Ability to read and interpret codes and detailed architectural and engineering plans and drawings, including plot plans. Ability to work independently and establish and adhere to own strategic and efficient work plan. Ability to manage multiple tasks efficiently, prioritize, and balance short- and long-term responsibilities. Ability to establish and maintain effective working relationships with employees, elected and appointed officials, and other decision makers and to engage productively and respectfully with the general public. Ability to learn new concepts quickly.

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
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

**For the posting please visit the City of Medford's website – 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.**