

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, Climate Policy

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.

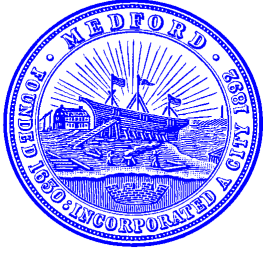
SALARY RANGE: \$68,516 - \$80,073 annually (Non- Union FLSA Exempt)

POSITION SUMMARY: : Professional and administrative position responsible for developing and implementing climate policies and zoning as outlined in the City's Climate Adaptation and Action Plan and the Comprehensive Plan. The Climate Policy Planner will work closely with other Planning, Development & Sustainability (PDS) staff, City departments, the City Council, regional and state agencies, to develop and adopt policies, regulations and zoning as identified in recent Medford plans. This position is grant funded and carries a one-year appointment, with the potential for re-appointment, pending funding approval.

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

RESPONSIBILITIES:

- Research best practices & examples of climate zoning & performance standards
- Establishes new initiatives to implement the strategies outlined in the new Climate Action and Adaptation Plan and the Comprehensive Plan.
- Coordinates outreach and education with the general public on climate initiatives.
- Creates and regularly convene the Climate Equity Council.
- Research best practices & examples of climate zoning & performance standards.
- Vet options with the public and with the Climate Equity Council (public meetings, focus groups, direct outreach).
- Presents options to, and work with, the City Council & Community Development Board.
- Presents recommendations for final adoption.
- Works with the existing Energy & Environment Committee.
- Works with MAPC on Net Zero Plan scope.
- Applies for grants to fund and manage Net Zero Plan development.
- Additional climate related tasks that may arise.
- Provides customer service and responds to phone, email, and written communications.
- Attends evening and weekend meetings, as necessary.



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- 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 climate and adaptation planning and policy.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge: Knowledge of the principles, practices, and techniques of planning, zoning, and land use.

Skills: Proficient with Microsoft Office software applications. Familiarity with GIS. 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 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.

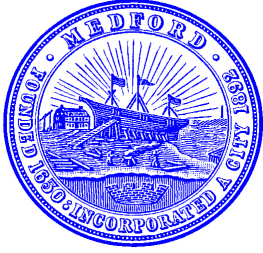
WORK ENVIRONMENT:

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

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
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



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The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.