

Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Diversity and Human Resources, Room 204
HR: 781-393-2408 - Fax: 781-391-3546

POSITION: **Economic Development Planner**

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: **\$1312.57 - \$1533.96 weekly, Non-Union CAF-12 – FLSA Exempt**

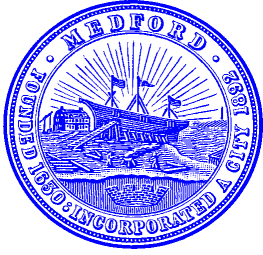
BASIC FUNCTION:

This position reports to the Director of Economic Development and is primarily responsible for the development and management of City-led initiatives designed to support the economic recovery and resilience of Medford's small business community.

SUPERVISION: Works under the direction of the Director of Economic Development.

RESPONSIBILITIES:

- Serves as a principal point of contact for small businesses needing assistance with city processes, programs, or regulations.
- Develops and maintains small business programming designed to support resiliency, such as a facade improvement program, outdoor dining initiative, and educational programming.
- Provides particular focus and support for business with low-income owners and businesses in HUD designated low-income neighborhoods.
- Assist in developing and implementing projects to advance equitable economic development, through partnerships with other City departments, as well as regional, state, federal agencies, including but not limited to MAPC, Mass Development, and HUD.
- Supports comprehensive studies for neighborhood and city-wide planning projects; coordinate consultant team members and community engagement processes
- Recommends Code and policy updates and modifications.
- Supports the department with business and development attraction efforts.
- Manages communications promoting resources to support business recovery and resiliency, such as business guides, financial programs, and technical support.
- Gathers and analyzes information regarding existing businesses within the community for the purpose of economic planning studies and program development.



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- Supports economic development related environmental sustainability and transportation projects in conjunction with relevant city departments and stakeholders.
- Supports grant programs through processing risk assessments, monitoring recipients, reporting economic impact, and maintaining data files.
- Coordinates workforce development initiatives with local and regional partners, with a focus on small business issues, quality employment, entrepreneurship, and wealth creation tools for lower-income individuals.
- May also be asked to contribute to land-use planning initiatives and projects related to housing, sustainability, and transportation.
- Performs other related duties as required.

EDUCATION & EXPERIENCE:

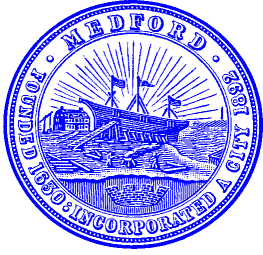
Bachelor's Degree in Economics, Planning, Business, Public Administration or a closely related field, and a minimum of two (2) years related experience, with a preference of a combination of municipal and private sector experience; such as practice with principles and programs of workforce development; redevelopment and downtown initiatives; small business and entrepreneurial support program development; and business retention and expansion principles; or an equivalent combination of education and experience. A master's degree is preferable.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Knowledge and understanding of workforce development and small business support strategies, with a particular emphasis on low- and moderate- income individuals and communities. Knowledge of redevelopment and downtown initiatives; entrepreneurial support program development, business retention and expansion principles. Knowledge of the Medford business community and the unique challenges facing the City is preferred. Knowledge of the principles, practices, and techniques of planning. Working knowledge of public procurement preferred.

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: Excellent communication skills both written and oral. 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



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decision makers and to engage productively and respectfully with the general public. Ability to learn new concepts quickly. Multi-lingual ability to speak either Haitian-Creole, Portuguese, Arabic or Spanish a plus.

PHYSICAL REQUIREMENT:

While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is required to walk, use hands to operate; finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to lift light to medium weight boxes, containers, or books.

WORK ENVIRONMENT:

The work environment is in a 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 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, People of Color, Veterans and Persons with Disabilities are encouraged to apply.