POSITION: Economic Development Planner

DEPARTMENT: Planning, Development and Sustainability

HOURS OF WORK: Full-time (35 hours/week) Monday, Tuesday, Thursday 8:30am – 4:30pm; Wednesday 8:30 am - 7:30 pm; Friday 8:30 am - 12:30.

SALARY: $1,392.91 - $1,627.85 weekly (CAF 12 Non-Union FLSA Exempt)

BASIC FUNCTION:
Position collaborates closely with Director of Economic Development on the management of City led initiatives that are designed to support economic development, recovery, and resilience of the small business community in Medford. Assists with creation of economic development programs. Promotes, and markets the city as a place to do business and implements strategies to attract and recruit businesses.

RESPONSIBILITIES:
• Serves as a principal point of contact for small businesses needing assistance with city processes, programs, or regulations.
• Manages communications promoting resources to support business recovery and resiliency, such as business guides, financial programs, and technical support.
• Develops and maintains small business programming designed to support resiliency, such as a facade improvement program, outdoor dining initiative, and educational programming.
• Evaluates economic, statistical, and demographic data to analyze best means to attract, retain, or expand businesses with the city.
• Coordinates activities and/or resolutions of problems/complaints through federal, state, or local government agencies. (e.g., utilities, local transportation boards, local development board, etc.)
• Supports the department with business and development attraction efforts.
• Gathers and analyzes information regarding existing businesses within the community for the purpose of economic planning studies and program development.
• 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.
• Contribute to land-use planning initiatives and projects related to housing, sustainability, and transportation.
• Works closely with City’s Federal Funds Manager in support of local small businesses.
• Performs other related duties as assigned.

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. Prior experience with programs of workforce development; redevelopment and downtown initiatives; small business and entrepreneurial support program development; and business retention and expansion principles are a plus. A master’s degree is preferable.
**KNOWLEDGE SKILL & ABILITIES:**

**Knowledge:** Knowledge of Medford business community and unique challenges facing small business ownership. Knowledge of principles and practices of economic development, redevelopment and reuse, business retention and recruitment programs, marketing and advertising, real estate, development/redevelopment financing alternatives, and annexation procedures. General Knowledge of zoning, comprehensive planning, and site development.

**Skills** - Skilled in applying economic development practices and principles to attract, recruit, retain, and expand businesses. Excellent interpersonal skills for facilitating relationship within the community. Proficiency with Microsoft Word, Excel, and Access.

**Abilities** - Creative problem-solving skills to gather relevant information to solve less well-defined planning problems. Strong ability to work independently and troubleshoot issues as they arise. Ability to work confidentially with discretion regarding economic development projects. Perform highly detailed work on multiple, concurrent tasks, work under intensive deadlines. Ability to work in a team environment and establish and maintain effective and cooperative working relationships with city officials and employees, the public and representatives of other agencies toward the accomplishment of assigned projects. Ability to develop, write and implement strategic plans and provide necessary documentation to support economic development program requirements, independently design, plan and conduct research and analysis on basic to complex research projects, and gather, analyze, and evaluate a variety of data.

**PHYSICAL REQUIREMENTS:**

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

**WORK ENVIRONMENT:**

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

Please fill out a Standard Employment Application and include it with your cover letter and resume. The application can be found at www.medfordma.org/departments/personnel/jobs. Mail all documents to:

**ADDRESS ALL COVER LETTERS AND RESUMES TO**

Office 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.