



# City of Medford – Job Description – Economic Development Planner

<b>Job Title:</b>	Economic Development Planner	<b>FLSA (Exempt? Y/N):</b>	No
<b>Department:</b>	Planning, Development, and Sustainability	<b>Affiliation:</b>	Planning
<b>Classification/ Salary Range:</b>	Non-Union CAF 12 (\$1,434.98-1,677.01 /weekly)	<b>Reports To:</b>	Planning
<b>HR Contact:</b>	Human Resources Office/204	<b>Telephone :</b>	781-475-5640

## Job Description

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:** The position collaborates closely with the Director of Economic Development on city management. Led initiatives designed to support the economic development, recovery, and resilience of the small business community in Medford. Assists with the creation of economic development programs. Promotes and markets the City as a place to do business and implements strategies to attract and recruit businesses.

### SUPERVISION RECEIVED:

Works under the general direction of the Manager of Outreach and Prevention and Director of Public Health in the City of Medford Health Department, and in accordance with the applicable provisions of the Massachusetts General Laws.

### ESSENTIAL DUTIES AND 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 the best means to attract, retain, or expand businesses within 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 boards, 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 the City's Federal Funds Manager in support of local small businesses.
- Performs other related duties as assigned.

- *The essential functions or duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

## EDUCATIONAL / LICENSE REQUIREMENTS:

### Minimum:

- Bachelor's degree in economics, Planning, Business, Public Administration, or a closely related field
- Minimum of two (2) years of planning-related experience.

### Preferred:

- A master's degree
- Work experience in a combination of municipal and private sector.
- 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.

## KNOWLEDGE:

### Knowledge

- Knowledge of the Medford business community and the unique challenges facing small business ownership. Knowledge of the 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 relationships 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, and 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, handle, feel, or operate standard office equipment, (such as calculators, copiers, 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.

ADDITIONAL NOTES: Performs all other work requested by the Manager, Department Head, Mayor or designee.

Schedule: Full-Time/35 hours: Monday, Tuesday, Thursday 8:30 am - 4:30 pm, Wednesday 8:30 am - 7:30 pm, Friday 8:30 am - 12:30 pm

Dept. Head:		Date:	
Approved By – Director of HR:	Director of HR	Date:	12/18/24
Last Updated By:	Human Resources Office	Date:	12/18/24
Union Approval		Date:	
Employee:		Date:	