

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

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| <u>POSITION:</u> | <u>Economic Development Planner</u> | #J2024 – 0036 Posted 12/18/24 |
| <u>DEPARTMENT:</u> | Planning, Development, and Sustainability | Posting Removal: 12/31/24 or until filled |
| <u>HOURS OF WORK:</u> | 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 | |
| <u>SALARY:</u> | Non-Union CAF 12 (\$1,434.98-1,677.01 /weekly) | |

BASIC FUNCTION:

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.

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.
- 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.

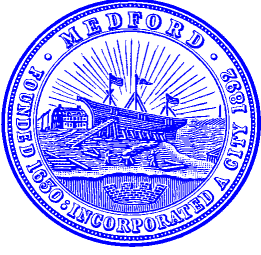
EDUCATION & EXPERIENCE:

Minimum Entrance Requirement:

- 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.



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KNOWLEDGE SKILL & ABILITIES: ([See Job Description](#))

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.

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 a 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.