

Medford

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

<u>POSITION:</u>	<u>Staff Planner, Housing</u>	#J2025 – 0013 Posted 1/30/25
<u>DEPARTMENT:</u>	Planning, Development, and Sustainability	Posting Removal: 2/13/25 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)	

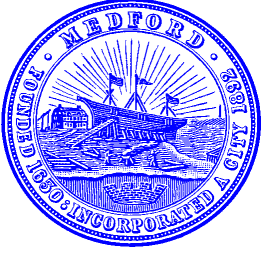
BASIC FUNCTION:

Professional and administrative position responsible for managing and supporting existing housing planning activities and programs and expanding the City's housing efforts by undertaking initiatives to implement strategies outlined in the City's Housing Production Plan and Comprehensive Plan. Staff Planner, Housing will work closely with other Planning, Development & Sustainability (PDS) staff and City departments, non-profit and private housing developers and managers, social service agencies, regional and state agencies, and the Medford Housing Authority.

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

RESPONSIBILITIES:

- Manages multiple on-going housing-related projects, programs, and planning studies.
- Undertakes new initiatives to implement the strategies outlined in the new Housing Production Plan and Comprehensive Plan.
- Reviews and evaluates complex development proposals for compliance with the City's Inclusionary Housing ordinance and alignment with goals and objectives outlined in the Housing Production Plan and Comprehensive Plan.
- Manages the City's Subsidized Housing Inventory including adding new units and ensuring compliance with applicable affordability terms.
- Manages the City's Inclusionary Housing program; recommends updates in alignment with City goals and best practices.
- Proposes changes to the City's housing policies, including Inclusionary Housing, zoning and other tools; undertake studies and keep abreast of best practices to inform recommended changes.
- Acts as City representative to various boards and task forces and represent Medford to regional and local organizations and coalitions focused on housing including, but not limited to, serving as the Medford representative to the North Suburban Consortium (HOME funds).
- Research housing programs and development policy topics; maintain knowledge of new and emerging affordable housing programs and other tools that advance community housing goals.
- Develops and maintains relationships with residents, housing providers, developers, property managers, community groups, lenders, and other housing agencies and service providers and particularly affordable housing developers.
- Leverages City resources to create new affordable housing and to preserve existing affordable housing.
- Compiles and analyzes program data for program evaluation, management, and goal setting.
- Applies for and manages grants.



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- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Works closely with the Office of Prevention and Outreach to identify and stay current on local housing needs and work to address these needs with the creation of new programs and/or partnerships with outside agencies.
- Provide support to CDBG staff in preparation of CDBG plans and oversight of CDBG efforts.
- Provides customer service and respond to phone, email, and written communications.
- Attends evening and weekend meetings, as necessary.
- May supervise junior staff and interns.
- Performs other related duties as required.

EDUCATION & EXPERIENCE:

Minimum Entrance Requirement:

- Master's Degree in City Planning or a related field
- Minimum of two (2) years of professional experience in planning, community development, housing policy/law, or real estate development.
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job is also acceptable.
- Familiarity with affordable housing programs and funding sources (CDBG, HOME, tax credits, CPA, etc.).
- Project or grant management experience.
- Knowledge of assembling financing for successful affordable housing development and/or experience working with public agencies, private lenders, and other housing funders preferred.

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

PHYSICAL REQUIREMENTS: ([See Job Description](#))

WORK ENVIRONMENT: ([See Job Description](#))

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.