

POSTING - Medford

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

POSITION: Economic Development Staff Planner **#J2026-0050 Posted: 09/04/2026**
DEPARTMENT: Planning Development and Sustainability **Removed until filled**
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: **Weekly: \$1,500.28 - \$1,753.35 (Non-Union / CAF-12)**

BASIC FUNCTION:

The position collaborates closely with the Director of Economic Development on city led initiatives designed to support the economic development 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:

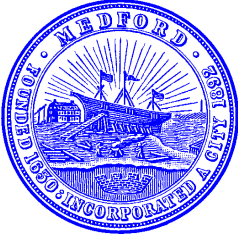
The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- 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, such as business guides, financial programs, and technical support.
- Develops and maintains small business programming designed to support resiliency, such as a retail incubator, vacant storefront grant program, outdoor dining, 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.
- Contributes to land-use planning initiatives and projects related to housing, sustainability, and transportation.
- Works closely with the City's grants managers for planning and programming to support community revitalization and local economy.
- Performs other related duties as assigned.

EDUCATION & EXPERIENCE:

Any equivalent combination of the below-listed education, training, certification, and experience is qualifying.

- Bachelor's degree in Economics, Planning, Business, Public Administration, or a closely related field with a minimum of 2 years of planning-related experience.



POSTING - Medford

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

Beneficial:

- A master's degree in Urban Planning or other closely related field
- Work experience in a combination of municipal and private sectors.
- 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, SKILLS & ABILITIES:

- 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.
- 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. Familiarity with ArcGIS is a plus.
- Creative problem-solving skills to gather relevant information to solve less well-defined planning problems. Strong ability to work independently and troubleshooting issues 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

[For a full job description please review the attached document.](#)

**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 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.