Land Use Planner
Office of Community Development
City of Medford, Massachusetts

Summary

This is a professional and administrative position involving planning and development activities carried out by the Office of Community Development.

Duties and Responsibilities

This position reports to the Director of the Office of Community Development and is primarily responsible for comprehensive planning activities requiring advanced planning education and knowledge. Essential duties may include but not be limited to the following:

• Performs advanced professional work related to variety of planning assignments.

• Manages complex planning studies and development applications; reviews consultant and development proposals.

• Prepares grant proposals, applications, contracts and other documents as required and administers grants through closure.

• Reviews and processes complex comprehensive plan amendments, rezoning, site plans, subdivisions.

• Develops project budgets, administers bidding process, verifies contract expenditures and compliance.

• Conducts research and prepares statistical reports on land use, physical, social & economic issues

• Provides professional planning assistance on various land use projects.

• Develops transportation plans, studies and analyses on regional basis

• Works in regional program areas relating to natural/water resources planning, community development, housing, transportation, and others.

• Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.

• Schedules and conducts meetings with advisory boards and elected officials.

• Presents reports and other findings to staff, Boards, and City Council.
• Provides customer service and responds to phone, email, and written communications.

• Provides support to CDBG staff in preparation of CDBG plans and oversight of CDBG efforts.

• Acts as City representative to various boards and task forces.

• Attends evening and weekend meetings as necessary.

• May supervise junior staff.

• Performs related work as requested or required.

**Knowledge**

Advanced knowledge of the principals, practices & techniques of planning, zoning and land use.
Well-developed knowledge of one or more planning disciplines, such as urban design, affordable housing, economic development or land use.
Knowledge and experience in construction processes.
Knowledge of public procurement.
Knowledge of principles, methodology, practices of research and data collection.
Knowledge of effective verbal and written techniques.
Knowledge of project management.
Knowledge of municipal codes and land use regulations.
Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

**Required Skills**

Excellent oral and written communication skills for preparing and presenting planning reports and projects.
Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers.
Creative problem-solving skills to gather relevant information to solve less well-defined planning problems.
Read and interpret codes.
Organize, maintain and analyze data and reports.
Group facilitation skills for use with public meetings.
Ability to work on several projects or issues simultaneously.
Ability to provide effective supervision and staff management.
Ability to manage projects effectively and meet firm deadlines.

**Minimum Qualifications**

Master’s Degree in City Planning or a related field with a minimum of four (4) years professional experience in planning and community development.

**Physical Demands of Work Environment**

Work is performed primarily in a standard office environment with some exposure to an outdoor work environment including construction sites. May be required to lift and carry items weighing up to 20 pounds.

**Compensation**

Compensation is in accordance with the Compensation Plan, CAF-12, $63,274.75-$73,974.71.

Send cover letter and resume to Jennifer Dever Wood, Director of Personnel, Room 204, Medford City Hall, 85 George P. Hassett Drive, Medford, MA 02155 or to jobs@medford-ma.gov with the job title in the subject line no later than January 26, 2017 at 2:00 p.m. Position open until filled. EEO/AA.