



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Personnel Office, Room 204
HR: 781-393-2406 - Fax: 781-391-3546

- relocation and expansion;
- Assists with the creation of tax incentives to encourage development;
- Creates and administers incentive programs such as a Storefront Improvement Programs;
- Evaluates land use regulations to foster business and community development;
- 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;
- Attends evening and weekend meetings as necessary;
- Facilitation of groups and public meeting;
- Performs related duties as required.

KNOWLEDGE, SKILLS, ABILITIES:

- Advanced knowledge of the principals, practices & techniques of redevelopment, housing, finance, transportation, economic development, and zoning;
- Knowledge of economic development and federal and state laws and programs pertaining to redevelopment;
- Possess experience in business development;
- Knowledge of principles, methodology, practices of research and data collection;
- Possesses effective verbal and written techniques;
- Knowledge of project management;
- Knowledge of municipal codes and land use regulations;
- Excellent computer skills such as hardware and software programs, which may include Microsoft Office, Internet applications, and GIS;
- Communicates clearly and concisely, both orally and in writing;
- 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;
- Interprets and apply existing federal, state and local laws and regulations;
- Prepares organizes, maintains, and analyzes data for reports and budgets;

EDUCATION/EXPERIENCE:

Master's Degree in Planning, Economic Development, Business or a related field with a minimum of Five (5) years professional experience in the administration of redevelopment, economic development and or land use planning. American Institute of Certified Planners or Certified Economic Developer credential a plus.

Physical Demands of work Environment:



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Work is performed primarily in a standard office environment with some exposure to an outdoor work environment including construction sites. While performing the duties of this position, an employee is regularly required to sit, talk or hear, in person and by telephone, use hands to finger, handle, feel or operate standard office equipment, and reach with hands and arms. Specific vision abilities required by this position include close vision and the ability to adjust focus to read and operate office equipment as necessary during work assignment. May be required to lift and carry items weighing up to 20 pounds.

WORK ENVIRONMENT:

Standard indoor office environment. The noise level in the work environment is usually low to moderate.

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Personnel 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, Minorities, Veterans and Persons with Disabilities are encouraged to apply.