



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

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JOB POSTING

COMMUNITY DEVELOPMENT AND PLANNING DEPARTMENT BUSINESS LIAISON/ECONOMIC DEVELOPMENT PLANNER

Job Title: Business Liaison

Location: City Hall, 24 Lowell Street, Peabody

Schedule: Full-time, 32.5 hours per week, Monday through Wednesday 8:30 AM to 4:00 PM,
Thursday 8:30 AM -7:00 PM, Friday 8:30 AM – 12:30 PM

Pay Rate: \$45,400.00 - \$58,500.00 DOQ

Summary Statement of Duties: (Full job description available at the Human Resources Department, City Hall, 24 Lowell Street)

The Business Liaison serves as the single point of contact for all business recruitment and retention efforts on behalf of the City and is responsible for the coordination of all information flowing to and from businesses from City Hall. Applicants should have a strong economic development and planning background and must have education and/or experience in one or more of the following areas: business, planning, economic development, finance and/or marketing. The position requires a self-motivated, energetic, well-organized project manager with superb people skills and the ability to work together with the City, businesses and residents, and external interests such as the state and federal legislative delegation and the state's economic development agencies

Essential Duties and Responsibilities:

- Serve as point person for all business development efforts on behalf of the City, reporting directly to the Director of Community Development & Planning.
- Develop and maintains effective communications with local boards and commissions, business community, Chamber of Commerce, Peabody Main Streets and other outside agencies.
- Assist in targeting the City's engagement and communications activities to employers.
- Work with Inspectional Services Department to promote a streamlined permitting system, to provide seamless "one-stop shopping" for all businesses looking to grow/relocate/expand within the City.
- Actively promote and market the City as business friendly, and identify and manage grants that accomplish that goal.
- Knowledge of permitting and licensing process; demonstrated experience in planning, zoning, state economic development grant programs, as well as other available incentives and tools.
- Focus revitalization/redevelopment efforts on the City's commercial districts, along with other specific properties or areas as deemed appropriate by the Director.
- Work with the various local organizations to preserve the historic components of commercial areas and promote consistent design with revitalization efforts.
- Serve as the City's ombudsman.
- Work to build and maintain strong working relationships with appropriate public agencies at the local, regional, state and federal levels.
- Participates in relevant external meetings and events (i.e. Chamber, Main Street, MAPC, Mass Development, etc.) many of which take place outside of the normal business day.

Qualifications: (Full statement of qualifications available at the Human Resources Department, City Hall, 24 Lowell Street)

Education: BA/BS in business, planning, economic development, or a related field required. Experience: A minimum of five (5) years of professional experience in local government or a related agency/field, preferably with specific economic development or community development experience. Demonstrated marketing and organizational skills required. Must have the ability to develop, plan and coordinate project and program activities. Must be able to work independently as well as in a team environment. Must have demonstrated knowledge of planning, zoning and economic development, as well as public-private issues within the City. A thorough working knowledge of the local permitting process, along with previous working experience with city boards and commissions, is strongly desired. Real estate knowledge a plus. Proficiency in Microsoft Office suite including Excel required; database management skills a plus. Outstanding customer service skills required. Excellent information technology, social media, and communication skills are essential.

Posting date: **September 27, 2017**

Qualified candidates please apply by submitting a cover letter and resume on or **before 12:30 PM on Friday, October 13, 2017** at the City of Peabody, Human Resources Department, City Hall, 24 Lowell St. Peabody, MA 01960; email ctrombley@peabody-ma.gov; fax 978-538-5982.