



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

BETH BRENNAN O'DONNELL
Director of Human Resources

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Benefits Manager

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Human Resources Aide

JOB POSTING

DEPARTMENT OF COMMUNITY DEVELOPMENT
DIRECTOR OF COMMUNITY DEVELOPMENT AND PLANNING

Job Title: Director of Community Development and Planning

Pay: DOQ \$102,500.00 - \$112,477.00 (maximum)

Location: City Hall, 24 Lowell Street, Peabody, MA 01960

Schedule: Full-time, 32.5 hours per week
Monday, Tuesday, Wednesday 8:30 AM – 4:00 PM; Thursday 8:30 AM – 7:00 PM; Friday 8:30 AM – 12:30 PM
Additional hours may be required

Summary:

The City of Peabody is seeking a highly qualified, results driven, strategic thinking individual to fill the full-time position of Director of Community Development and Planning. Under the general direction of the Mayor, the Director oversees community development, economic development and planning for the City of Peabody. The Director is responsible for planning and organizing the implementation of activities and projects for residents and businesses, administering community development activities, and assisting in the implementation of other related programs. The position also oversees current and long-range planning, public and private real estate, open space and land use activities.

Essential Duties and Responsibilities (These duties are a general summary and not all inclusive, other duties may be assigned.):

- Plans programs and work for the department.
- Supervises a staff of 8-12 professionals including CDBG and HOME staff, Planners, Conservation Agent, Business Liaison and Administrative Staff.
- Prepares and administers budgets, prepares and documents budget request, administers adopted budget in department.
- Reviews private project development plans for compliance with codes, regulations and standards, adequacy of applications for permits and compliance with approved plans.
- Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Maintains regular contact with consulting engineers, construction project engineers, local/state/federal agencies, professional and technical groups, and the general public regarding division activities and services.
- Determines work procedures, prepares work schedules and expedites workflow.
- Assigns duties and examines work for accuracy and compliance with policies and procedures.
- Analyzes and standardizes procedures to improve efficiency of subordinates.
- Assists subordinates with performing duties, as needed.
- Performs all duties conferred and imposed by the Massachusetts General Laws, ordinances, and any special legislation upon the office of the city planner, the industrial development financing authority (if any) and economic development industrial corporation (if any).
- Supervises all state and federal grant applications and administration, as well as annual city budget designated to the office.
- Oversees all land use, zoning (in conjunction with the Building Commissioner), environmental and long-range physical planning for the City, as well as mass transportation planning and management.

Qualifications: (Full statement of qualifications available at the Human Resources Department.)

Education: Bachelor's degree in public administration, planning or a related field required. Coursework in economic development and/or management strongly desired. A Master's degree in public administration, city planning, economic development, urban affairs or other related academic area of study preferred.

Experience: At least 5 to 8 years of demonstrated similar responsible work experience required, including demonstrated experience successfully managing staff and projects. Experience with demonstrated increasing responsibility in federal funds coordination, community development administration, capital improvements and programming, land use, zoning, environmental and long-range planning, residential, industrial and commercial development planning and financing, economic development and/or mass transportation planning desired. At least two to five years of experience working in municipal government strongly preferred. All relevant post-secondary schooling combined with demonstrated relevant community development and planning work experience will be considered.

Skills, Knowledge & Abilities: Must have the ability to read, analyze, and interpret complex documents; ability to respond effectively to sensitive inquiries or complaints; and ability to make speeches and presentations on controversial or complex topics to top management, public groups, boards and commissions, and the City Council. Must possess excellent computer skills, business acumen, and excellent verbal and written communication skills; as well as strong decision making and problem solving skills. Impeccable demonstrated ethical conduct and financial management skills desired. Strong leadership and project management skills a must. Knowledge of applicable city policies, laws and regulations affecting departmental activities required.

Certificates, Licenses, Registrations: A valid Massachusetts Driver's License required.

Posting Date: February 14, 2016

Qualified candidates please apply by 4:00 PM on Wednesday, March 8, 2017. Please apply by submitting a resume and cover letter to the Human Resources Department at City Hall, 24 Lowell Street, Peabody, MA 01960; via email to ctrombley@peabody-ma.gov; or by fax 978-538-5982. The City of Peabody is an EOE.