



CITY OF SALEM - NOTICE OF VACANCY

TITLE: Senior Planner - Economic Development
POSITION STATUS: Full-time, 35 hours per week, non-union position with full benefits
REPORTS TO: Director, Planning and Community Development or Designee
SALARY: Salary up to \$65,000 DOQ, stipend of \$2,000 for AICP, and \$6,000 sign on bonus

JOB SUMMARY

The Senior Planner is responsible for a mix of planning, policy, and project management activities as assigned by the Director. The position requires experience in one or more subject areas such as housing, economic development, and sustainability. The current vacancy is focused on economic development but will connect to other policy areas. The position is involved in the development of ordinances and policies as well as the preparation and administration of grant funding proposals.

The position works independently in a team environment and requires considerable judgment and initiative in determining courses of action. The position requires professional expertise, critical thinking, policy research experience, and strong interpersonal and communication skills.

SUPERVISION RECEIVED

Works under direct supervision of the Director of Planning and Community Development. Performs duties independently under policies established by the Director.

MAJOR DUTIES

- Provide assistance with the City of Salem's housing, economic development, sustainability initiatives.
- Develop and undertake plans, projects, and policies to support housing, economic development, and sustainability efforts.
- Prepare grant applications.
- Oversee work of consultants.
- Undertake research projects, prepare studies, reports, and presentations and represent the City at public and/or neighborhood meetings as required.
- Assist with public information coordination and policy development.
- Provide staff support to Boards, Commissions or Committees as necessary.
- As directed by the Director of Planning and Community Development, participate in special projects, studies, and community development projects.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough understanding and working knowledge of housing, economic development, and/or sustainability, planning principles and practice.
- Robust experience with community engagement.
- Knowledge of local, state, and federal resources.
- Working knowledge of zoning and development review.

- Working knowledge of land use laws including recent changes to Chapter 40A
- Must be innovative and detail-oriented.
- Capable of managing multiple assignments simultaneously.
- Strong ability to establish and maintain effective working relationships with co-workers, officials and the public.
- Excellent communication, analytical, and interpersonal skills.
- Experience with grant writing.
- Experience with basic website and graphic design software preferred.

EDUCATION AND EXPERIENCE

Ideal candidates will have a master's degree in planning or a related field and a minimum of three (3) years related experience, preferably in a municipality, state agency, or community development corporation or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. AICP preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to communicate and will use computers and office equipment regularly. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. However, noise level may increase during outside site visits. The employee may be required to perform site visits or research in the field. The employee will have to get to project sites within the City. Attendance at evening meetings and occasional travel to meetings and other communities.

Qualified individuals are encouraged to apply with cover letter and resume to the City of Salem using this email address: jobs@salem.com.

CITY OF SALEM, Human Resources
Lisa B. Cammarata, Director

98 Washington Street, 3rd floor
Salem, Massachusetts 01970

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DATED: November 20, 2023