



City of Methuen, Massachusetts

Office of Human Resources

The Searles Building, 41 Pleasant Street
Methuen, Massachusetts 01844
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2021 JUL 26 PM 3:30

Neil Perry
Mayor

Lisa Crowley
Director

July 26, 2021

Pursuant to the provisions of the General Laws, Chapter 31, Section 29, and the revised Ordinances of the City of Methuen, Section 6-23, the Mayor announces the following vacancy:

Title of position: Director of Economic & Community Development

The director of economic & community development ("director") is the head of the city's department of economic & community development ("DECD") and supervises all personnel involved in its daily operation including the city's economic development, community development, planning, and conservation divisions. The Director performs highly responsible administrative functions and is the City's primary liaison to the business and development community.

General statement of duties: Develops and administers strategies, policies, and budgets for the City's development agenda in several focus areas including economic development, community development, planning, neighborhood, historic preservation, open space, parks, energy, environment, and Infrastructure.

Creates and amends land development regulations and applications and positions the city to compete regionally for economic development opportunities.

Acts as the City's primary contact for business development and growth. Coordinates The master planning process as well as long term use and development strategies. Works with existing and new businesses to coordinate tax incentives, relocation, and other incentives.

Qualifications/General Functions: The Director shall have comprehensive knowledge of the principles, terminology and practices employed in municipal and community planning, economic development, zoning, and land use. Thorough knowledge in the preparation of complex and detailed municipal plans for all focus areas of the department. A good understanding of current funding opportunities available from the federal, state, and non-profit sectors and familiarity with current legislation in urban planning and economic growth. Demonstrated experience to plan and supervise others. Demonstrated ability to communicate effectively, both orally and in writing, Ability to: assign and supervise the work of others; motivate employees to work toward common goals; Manage a large staff with diverse responsibilities; Manage complex projects and budgets; Work with developers, property owners, businesses and others on local permitting processes, tax and other incentive programs, and other related municipal functions; Write grant applications and manage resultant projects.

A Bachelor's Degree is required. the Director shall have personal experience related to urban planning, economic development or business and should have at least 5-7 YEARS of progressively responsible work experience. A combination of education and work experience will be considered to meet the minimum requirements. The Director must be able to analyze relevant laws, bylaws, rules, and regulations is essential to this position. The Director shall have a proven track record of transforming a community in its economic growth.

Salary: \$89,274 - \$116,550 – benefitted.

This is a salary position with general office hours of M-Th 8:00-4:30 and Fridays 8-Noon, however, regularly expected to work well outside of city's normal business hours, to include nights and weekends; must be able to attend and participate in various meetings outside regular business hours as part of the regular working schedule.


The City of Methuen is an Equal Opportunity/Affirmative Action Employer in its Programs and Activities

To Apply: Submit a City of Methuen employment application, resume and cover letter to: humanresources@cityofmethuen.net or mail to City of Methuen, Human Resources Office, 41 Pleasant Street, Methuen, MA 01844.

The City of Methuen is an equal opportunity/affirmative action employer and service provider. The City does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, religious creed, genetics, veteran status, disability, or age in our programs, activities, and employment practices. Any person who needs assistance in fully participating in the application process should contact: Lisa Crowley, Dir. of Human Resources, at 978-983-8576 or LCrowley@ci.methuen.ma.us

For a full job description visit www.cityofmethuen.net

Last date for applying August 19, 2021 (or until filled)



Neil Perry, Mayor City of Methuen