



City of Methuen – Job Description –

Director of Economic & Community Development

Job Title:	Director of Economic & Community Development	FLSA Category (Exempt? Y/N):	Y
Department:	DECD	Affiliation:	Department Heads
Classification/ Salary Range:	FY2020 Salary \$89,274 - \$116,550	Reports To:	Mayor
HR Contact:	HR Director		

Job Description

SUMMARY:

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.

METHUEN IS A CITY LOCATED IN MASSACHUSETTS. WITH A POPULATION OF ABOUT 50,988. METHUEN IS CURRENTLY GROWING AT A RATE OF 0.28% ANNUALLY AND ITS POPULATION HAS INCREASED BY 7.90% SINCE THE MOST RECENT CENSUS. METHUEN REACHED ITS HIGHEST POPULATION OF 50,988 IN 2021. SPANNING OVER 23 MILES, METHUEN HAS A POPULATION DENSITY OF 2,295 PEOPLE PER SQUARE MILE. THE AVERAGE HOUSEHOLD INCOME IN METHUEN IS \$96,043 WITH A POVERTY RATE OF 9.25%. THE MEDIAN RENTAL COSTS IN RECENT YEARS COMES TO \$1,233 PER MONTH, AND THE MEDIAN HOUSE VALUE IS \$333,200.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- THE DIRECTOR IS RESPONSIBLE FOR OVERSEEING ALL THE FUNCTIONS OF DECD INCLUDING THOSE ASSIGNED IN CHAPTER 3, SECTION 3-11 OF THE METHUEN MUNICIPAL CODE. EXECUTES PLANNING AND DEVELOPMENT INITIATIVES AS MAY BE DIRECTED BY THE MAYOR.
- DEVELOP THE CITY’S BUSINESS AREAS TO CAPTURE AND RETAIN NEW GROWTH.
- OVERSEES THE MANAGEMENT OF SEVERAL BOARDS AND COMMISSIONS INCLUDING THE CITY’S COMMUNITY DEVELOPMENT BOARD, ZONING BOARD OF APPEALS, CONSERVATION COMMISSION, HISTORIC DISTRICT COMMISSION, PRESERVATION COMMITTEE, AND OTHER AD HOC COMMITTEES ESTABLISHED BY THE MAYOR.
- 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.
- WORKS WITH CITY SOLICITOR AND ASSISTANT CITY SOLICITOR, AS IT RELATES TO DECD CONTRACTS AND THE LIKE.
- PROVIDES EFFECTIVE AND EFFICIENT CUSTOMER SERVICES AND PROMOTES AND MAINTAINS RESPONSIVE AND POSITIVE COMMUNITY RELATIONS. DEVELOPING, PROMOTING AND UTILIZING VARIOUS METHODS OF COMMUNITY OUTREACH TO ENHANCE DEVELOPMENT OF EXISTING OPPORTUNITIES
- ACTIVELY PURSUES GRANT FUNDING OPPORTUNITIES ON BEHALF OF THE CITY.

- PARTICIPATES IN SR. MANAGEMENT STAFF MEETINGS AS DIRECTED BY THE MAYOR OR DESIGNEE.
- WORKS WITH HUMAN RESOURCES ON VARIOUS PROJECTS AND EMPLOYEE ISSUES AS IT RELATES TO DECD.
- ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH SUPERVISORS, ELECTED OFFICIALS, COWORKERS, RESIDENTS, DEVELOPERS, BUSINESS OWNERS AND MEMBERS OF THE GENERAL PUBLIC.
- RESPONSIBLE FOR THE IDENTIFICATION AND APPLICATION FOR SOURCES OF GRANT FUNDING AND THE ADMINISTRATION OF NUMEROUS FEDERAL, STATE, AND LOCAL GRANT PROGRAMS.
- SEEKS THE SUPPORT AND COOPERATION OF OTHER PUBLIC, QUASI-PUBLIC, NON-PROFIT AND PRIVATE ENTITIES TO SUPPORT APPROPRIATE DEVELOPMENT IN THE CITY.

KNOWLEDGE, SKILLS, AND ABILITIES:

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.

EDUCATION AND/OR EXPERIENCE:

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. This is essential to this position. The Director shall have a proven track record of transforming a community in its economic growth.

SUPERVISORY CONTROLS:

The Director directly supervises 7-10 employees in the Economic Development, Planning, Community Development and Conservation Divisions. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. May participate in interviewing, hiring, and training employees in connection with the director of human resources; responsible for planning, assigning, and directing work; appraising performance.; addressing complaints and resolving problems.

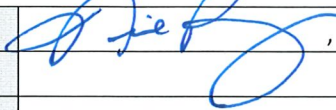
PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: must be able to sit, stand, walk, bend, and reach on a consistent basis; must be able to lift at least 25 lbs.; must be able to see, hear, speak, and read; must be able to sit in front of a computer for

extended periods of time; must be able to take and give direction effectively; must be able to communicate with others; must be able to delegate; must be able to drive; must be able to work in an office setting; must be able to work outside in all types of weather if necessary.

ADDITIONAL NOTES:

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.

Reviewed By:	 , MAYOR	Date:	7/26/2021
Approved By:		Date:	
Last Updated By:	HUMAN RESOURCES	Date:	7/26/2021