

## ***Community Development Director***

The Town of Dracut seeks qualified applicants to serve as Community Development Director. Minimum requirements: Master's degree in urban or regional planning, public administration, or related field highly desired. Five (5) years of progressively responsible municipal planning experience including supervisory and administrative experience; or any equivalent combination of education and experience. AICP certification preferred. Salary range is \$80,171 - \$113,195 per annum. The Town of Dracut requires a physical exam, drug screen and CORI check post-offer. A complete job description and employment application can be obtained at [www.dracutma.gov/human-resources](http://www.dracutma.gov/human-resources) Qualified individuals should send a completed application, resume and cover letter to Christine Lindberg, Director of Human Resources, 62 Arlington St., Dracut, MA 01826 [clindberg@dracutma.gov](mailto:clindberg@dracutma.gov) EOE/AA



# TOWN OF DRACUT

62 Arlington Street  
Dracut, MA 01826

## Community Development Director

### Job Description

**Job Title:** Community Development Director

**Department:** Community Development

**Supervisor:** Town Manager

**Union Status:** Non-Union

**Salary:** \$80,171 - \$113,195

**Grade:** 14 **Steps:** 1-13

**FLSA:** Exempt

#### ***Position Summary:***

Under the supervision of the Town Manager, the Community Development Director is responsible for reviewing all aspects of residential and commercial development proposals.

#### ***Essential Functions:***

*The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position.*

#### ***Duties and Responsibilities:***

- Works under the supervision of the Town Manager
- Acts as the first point of contact for residential and commercial development proposals
- Answers questions, explains and gives directions to landowners, attorneys, engineers, real estate agents, and potential buyers pertaining to the development process
- Reviews and makes recommendations to the Planning Board and the Board of Selectmen on all applications for Special Permits and Site Plan approval applications
- Meets with applicants prior to and after plan submission; coordinates and communicates the recommendations of other Departments and Boards (“Permit Ombudsman”)
- Coordinates efforts with the Regional Planning Agency to assure the Town’s inclusion in Massachusetts planning, policy and funding decisions
- Participates in and provides support for community planning efforts and for general economic and community development throughout town
- Provides economic development information and assistance to new and expanding businesses in Dracut
- Prepares Grant applications for planning, land preservation, infrastructure and for the provision of services

- Expected to assist with posting information on the town's website; technology planning; and have a working knowledge of the Town's GIS system and the full suite of Microsoft Office programs
- Provide staff support to Board of Selectmen, Planning Board, Community Preservation Committee, Affordable Housing Committee, Zoning Board of Appeals, the Zoning By-Law Review Committee, and the Economic Development Sub-Committee of the Selectmen (also Agricultural Commission and Master Plan Committee)
- Manages and provides information on Municipal Aggregation electric program to town residents
- Coordinate and report on Departmental Review Meetings for Dracut Development proposals
- Must have valid Massachusetts driver's license
- Must have own vehicle
- Must attend evening meetings of the Board of Selectmen, Planning Board, Zoning Board of Appeals (as needed), Economic Development Committee, Zoning By-Law Review Committee, Affordable Housing Partnership and the Community Preservation Committee
- Any other duties assigned by the Town Manager

### ***Recommended Minimum Qualifications:***

Master's degree in urban or regional planning, public administration, or related field highly desired. Five (5) years of progressively responsible municipal planning experience including supervisory and administrative experience; or any equivalent combination of education and experience. AICP certification preferred.

### ***Knowledge, Ability and Skills:***

*Knowledge:* Thorough knowledge of zoning, performance standards, storm water management, subdivision rules and regulations, and applicable state statutes rules and regulations, the state zoning act and subdivision control law and current principles and techniques of land use and comprehensive planning.

*Ability:* Ability to communicate in English effectively, orally and in writing, to interpret by-laws and regulations and report conclusions in a concise, clear and impartial manner and to conduct independent research on land related issues and report conclusions to the Planning Board; ability to establish effective working relationships with Town officials, governmental representatives, community groups, and the general public and to execute programs in a professional manner; ability to prepare and administer budgets; ability to prepare technical writing.

*Skills:* Working knowledge of standard office software such as word processing, spreadsheets and database management applications; familiarity with technical GIS and/or engineering software such as ArcView and ArcGis.

***Physical Demands:***

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb and/or balance; talk; and hear. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and distance vision.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

*The Town of Dracut is an Equal Opportunity/Affirmative Action Employer*