

**DIRECTOR, COMMUNITY AND ECONOMIC
DEVELOPMENT**

HARVARD, MA

Purpose of Position Purpose:

The Director of Community and Economic Development will coordinate all economic, land use, and community development planning in the Town, including the study of Harvard's community and economic needs, resources, and potential development opportunities. This position will report to the Town Administrator and work to accomplish the community and economic goals as envisioned by the Select Board. The Director performs professional, technical, marketing, and administrative work in economic development and grant writing/administration, and other related work as required. The employee is responsible for managing the Land Use boards' office and reviewing and coordinating all aspects of site plan review, subdivision review, and providing technical assistance on all planning issues.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be 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.)

- Work to accomplish community and economic goals as envisioned by the Select Board.
- Prepares and monitors the Board and Commission budgets under her/his jurisdiction.
- Works with contracted technical services to complete board and departmental economic development projects in accord with the Select Board goals. Oversees the progress of professionals, such as lawyers, engineers, planner, developers, etc. on a project-by-project basis.
- Advises Planning Board, Zoning Board of Appeals, and Conservation Commission on policies and courses of action regarding land use matters.
- Communicates with members of the Planning Board, Zoning Board of Appeals, and Conservation Commission, town staff, applicants, and their representative, and the general public. Communications are in person, by phone by email, or by formal correspondence; handled in a timely and professional manner.
- Strategizes and coordinates the implementation of the Master Plan across all boards, committees and other appointed task forces and subcommittees. Drafts a yearly report on the status of the Master Plan's implementation.
- Updates Town plans including the Housing Production Plan, Economic Development Plan, Town Center Plan, Historical Plan, and other plans as needed.
- Undertakes planning studies of pertinent land use issues, lead efforts to identify, attract, retain, and assist business and industry.
- Prepares recommendations and draft decisions on Planning Board applications for filing with Town Clerk and Registry of Deeds.
- Reviews applications to assure completeness, design quality, and conformance with zoning and subdivision regulations.
- Drafts zoning bylaws and subdivision regulation amendments to address changes in state law, case law, or as recommended in local planning studies and presents them at Town Meetings.
- Attend meetings of Planning Board and other committees as required or directed.
- Promotes the affordable housing goals of the Town of Harvard and works with the Municipal Affordable Housing Trust as needed

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- Maintains up-to-date knowledge of changes in federal, state, and case law pertaining to land use regulations. Maintains current knowledge of State initiatives, laws and court decisions affecting local development
- Represents and coordinates with the Montachusett Regional Planning Commission and other State agencies to represent Harvard's goals and obtain funding if applicable.
- Identifies, pursues and prepares grant applications and manages grant if awarded.
- Attends continuing education to better inform the Planning Board of new techniques, methods, laws, opportunities, and philosophies.
- Manages frequent interruptions to address inquiries from the public, applicants, Planning Board, other officials, and staff, both in person and by telephone.
- Leads town planning on economic development initiatives
- Educates and informs the community regarding effective community development.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in planning, public policy or related field desirable, Master's Degree preferred; Five to ten (5-10) years of progressively responsible experience in planning or land use; municipal experience preferred; experience with presenting by-laws in an annual town meeting format characteristic of small New England rural towns preferred; or any equivalent combination of education, training and experience. Demonstrated experience with business and economic growth and/or retention preferred.

Special Requirements:

Possession of a valid motor vehicle operator's license
AICP Certification preferred

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of planning, zoning, and of related state and local land use legislation, procedures, codes, and standards. Knowledge of grant resources available. Proficiency in the use of PowerPoint and other MS Suite applications, planning materials, tools, and other resources. Familiarity with Massachusetts Affordable Housing, Subdivision Control Law, and Zoning Act (MGL c.40A) desirable. Knowledge of municipal infrastructure needs associated with community development activities.

High level knowledge of principles and practices of small town planning, land-use planning, site planning, and GIS skills.

Ability: Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the general public. Ability to analyze complex issues and to develop relevant and realistic plans, programs and recommendations. Ability to read plans, maps and blueprints. Ability to conduct independent research and to analyze and interpret results. Ability to communicate effectively in written and oral form. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure.

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Skill: Excellent customer service, written and oral communication skills. Proficiency in the use of computers. Grant writing skills. Excellent oral presentation, planning and organization skills. Advanced skill in word processing, email, calendar (outlook), financial software, database software, internet, social media, and GIS.

Physical Requirements:

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.

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing when accessing construction sites. Employee is required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Vision at or correctable to normal ranges.

In addition to normal working hours, night meeting attendance is required.

Supervision:

Supervision Scope: Exercises a high level of independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures. Performs a variety of responsible functions in accordance with state statutes and local ordinances

Supervision Received: Works under the policy direction of the Town Administrator and in accordance with applicable provisions of the Massachusetts General Laws and town bylaws. Employee functions independently, referring specific problems to supervisor only when clarification or interpretation of town or department policy or procedures is required.

Supervision Given: Supervise all staff in the Planning Board, Conservation Commission, and Zoning Board of Appeals office.

Job Environment:

- Administrative work is performed under typical office conditions. Some field work is required to perform inspections. Employee regularly works outside of standard office hours and is required to attend frequent night meetings.
- Regularly operates a computer, telephone, and standard office machines.
- Makes regular and frequent contacts with the general public, other town departments/boards/committees, local/state governmental agencies, attorneys, developers, engineers, contractors, watershed association and consultants. Contact is by telephone, in writing, through personal meetings, and meetings with groups.
- Has access to department-related confidential information including bid proposals, personnel records, and legal proceedings.
- Errors in planning procedures or in the interpretation of state and local legislation could result in recommendations adversely affecting orderly town development, conservation efforts, and long-range planning and can have financial/legal repercussions for the Town.

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