



# CITY OF MALDEN

## Human Resources Department

215 Pleasant Street  
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Anthony Chiccuarelli, Director

### City of Malden Job Opportunity

The City of Malden is driven by the value of excellence and believe that everyone deserves the best service and access to resources, regardless of their race, gender identity, religion, ethnicity, age, physical abilities, sexual orientation, veteran status, or personal experience. We embrace diverse perspectives and welcome candidates from these underrepresented groups to help make our vision a reality.

**POSITION:** Senior Housing and Land Use Planner  
**DEPARTMENT:** Office of Strategic Planning and Community Development  
**SALARY:** starting at \$83,033.25

#### Position Overview

The Senior Housing and Land Use Planner will assist on projects in a variety of disciplines, including but not limited to: land use, housing, economic development, climate resiliency and sustainability, creative economy and arts, and open space planning; staff assistance to the Mystic Valley Development Commission (MVDC); project management services; and grant research, writing and administration. The Senior Housing and Land Use Planner must be self-directed and able to manage multiple projects and tasks. This position requires knowledge of principles and current best practices in the planning profession; applicable federal and state statutes and regulations, particularly those relating to zoning; Expedited Permitting, Smart Growth Zoning; federal and state grant regulations/procedures and contract management; and economic development and business assistance resources.

#### Responsibilities

- Initiating, managing, and coordinating various planning processes and studies, working in collaboration with other City staff and community stakeholders.
- Initiating, managing, and coordinating various redevelopment projects to further the City's goals regarding housing, economic development, climate resiliency, and open space.
- Coordinating community outreach and participation processes including resident steering committee administration.
- Providing technical assistance regarding planning and development activities in the city, including existing condition analyses, precedent research, and policy options.
- Developing and recommending zoning ordinance amendments to further City's goals.
- Preparing written reports and oral presentations for a range of audiences including City administration, City Council, Planning Board, advisory committees, and community groups.
- Researching, writing, and administering grants.
- Managing consultant contracts.

#### The Senior Planner will also serve as MVDC Project Manager and will also be responsible for:

- Managing the day-to-day activities of the Mystic Valley Development Commission (MVDC) overseeing the development of River's Edge in accordance with the River's Edge development plan.
- Managing MVDC budget including collecting payments in lieu of taxes (PILOTs) from River's Edge property owners and managing consultant contracts.
- Ensuring that the work of each consultant engaged in the River's Edge Project complies with the appropriate local, state and federal rules and regulations.
- Coordinating quarterly MVDC meetings and preparing agendas and minutes.

The City of Malden is an Equal Opportunity Employer

Posted 02/14/23

- Submitting periodic reports to the MVDC regarding the progress of all approved activities.

### **Job Requirements**

- Bachelor's Degree in urban/regional planning, public policy/management, urban design/architecture or related field and a minimum of three years relevant professional experience. Master's degree in a relevant field preferred.
- Ability to plan, assign, supervise and review work of other team members and consultants.
- Ability to make independent work decisions
- Ability to establish and maintain effective working relationships with City officials, colleagues, and the general public.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to understand, interpret and apply a variety of laws, regulations, standards, policies, and directives and to enforce them helpfully, firmly, tactfully and impartially.

### **Desirable Skills**

- Strong computer skills, including Geographic Information Systems (GIS) and Adobe Creative Suite.

**To Apply:** Interested applicants should submit a cover letter and resume to Human Resources Director, City of Malden at [maldenhr@cityofmalden.org](mailto:maldenhr@cityofmalden.org) no later than 5:00 PM on Monday, February 27, 2023.

The selected candidates will need to submit to a Criminal Offenders Records Information Report (CORI) background check and pre-employment drug screening.

The City of Malden is committed to the full inclusion of all qualified individuals. As part of this commitment, the City of Malden will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privilege of employment, please contact Human Resources at the address, e-mail address, and/or phone number above. Position will remain open until filled.