



## Town of Clinton

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**Position Title:**       **DIRECTOR OF COMMUNITY & ECONOMIC DEVELOPMENT**  
**Reports to:**           **Town Administrator**  
**Position Status:**<sup>1</sup>   **Exempt**

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### **I.     PURPOSE**

The Director of Community & Economic Development performs complex professional and administrative duties in planning, organizing, coordinating, and administering the Town's community and economic development functions and activities. The position requires the exercise of considerable independent judgment in working with local, state and federal officials concerning the development, implementation and administration of the policies, goals, regulations and statutory requirements related to planning economic and community development for the Town. The position requires frequent interaction with municipal, regional, state and federal officials, the business community and the general public, and the Director works closely with other Town departments involved in planning, land use and development activities.

### **II.    SUPERVISION & DIRECTION**

The Director of Community & Economic Development works under the general supervision and general direction of the Town Administrator regarding planning and development functions.

The Director of Community & Economic Development supervises employees and consultants/contractors/interns, as required.

### **III.   ESSENTIAL FUNCTIONS**<sup>2</sup>

The Director of Community & Economic Development must have the ability to perform essential job duties, including, but not limited to the following:

1.     Review and implement the provisions of the Town's comprehensive master plan that relate to planning and community development and recommend updates, as necessary.

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<sup>1</sup> This position is classified as exempt for purposes of the Fair Labor Standards Act.

<sup>2</sup> The essential functions or duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of other related duties does not exclude them from the position.

2. Review and update long and short range development plans, capital plans, open space and recreation plans, housing strategy and master plans, including projecting growth and impacts through analysis of growth trends, population and demographics data.
3. Review and prepare recommendations on development bylaws, zoning bylaws, Town Meeting articles and subdivision rules and regulations.
4. Keep current with trends in the planning and community development field.
5. Maintain an inventory list of all commercial and industrial property available for sale or lease in the Town.
6. Research private and public funding opportunities for planning and community and economic development, and develop applications for submission to funding sources.
7. Administer, for the Town, the Massachusetts Economic Development Incentive Program (EDIP), including identifying Economic Opportunity Areas (EOA) within the Town; certifying that potential projects within an EOA meet EDIP objectives for job production; negotiating tax increment financing (TIF) agreements between businesses and the Town.
8. Identify, prepare and administer grant applications, including Community Development Block Grants, Division of Conservation Services Self-Help Grants, Public Works Economic Development grants and transportation grants. Complete the annual Commonwealth Capital Score for the Town.
9. Direct the preparation of publicity and news releases for acquainting the public with planning and development programs, community and economic development, with the approval of appropriate Town boards.
10. Advise various committees to protect the Town's best interests and provide expertise on planning and community and economic development-related issues, with the approval of the appropriate Town boards, and attend meetings, as appropriate.
11. Review a variety of development plans including, but not limited to, subdivision review, site plan review and special permit review, and make recommendations to Town Administrator and relevant boards.
12. Work to enhance the Town of Clinton through land use controls, improvements to public infrastructure and programs designed for the community.
13. Operate standard office equipment with proficiency, including computer with email, calculator, fax and GIS mapping.
14. Perform field inspections, sometimes on uneven terrain, during all types of weather conditions.
15. Work some evening and weekend hours.

16. Interact with municipal, regional, state and federal officials, the business community, and the general public.
17. Work closely with other Town departments involved in planning, land use and development activities.
18. Keep Town Administrator advised of community and economic development activities and issues.
19. Perform related duties, as required.

**IV. PHYSICAL REQUIREMENTS (to perform essential job functions)**

1. Ability to do minimal physical activity in the performance of administrative (office) duties, such as standing, walking, minor lifting (up to 10 lbs.), and maneuvering stairs;
2. Ability to do moderate physical activity when conducting field inspections, such as moderate lifting (up to 25 lbs.), limited hiking, and walking on uneven terrain;
3. Ability to operate standard office equipment with proficiency, including computer with email, calculator, fax and GIS mapping;
4. Ability to bend, kneel and twist;
5. Ability to hear and speak;
6. Ability to reach with hands and arms;
7. Good manual dexterity, with both hands, to finger, handle, feel or operate objects, tools, or controls.
8. Ability to see, including close vision, distance vision, peripheral vision, and the ability to adjust focus.
9. Ability to have regular attendance at work.

**V. RECOMMENDED MINIMUM QUALIFICATIONS**

1. **Education and Experience.** Bachelor of Arts degree (masters degree preferred) in public administration, business administration, planning or related field, with three to five years experience in economic development and/or municipal planning or related field; or any equivalent combination of education and experience.
2. **Knowledge, Ability and Skills**
  - (a) Must possess a thorough knowledge of MGL Chapter 40A, 40B, 40R, 41 and 43D, zoning and subdivision control, housing requirements, and other relevant planning and land use control regulations;

- (b) Must have knowledge of the economic, sociological and environmental aspects of planning, housing and community & economic development; familiarity with available grant programs;
- (c) Must have a demonstrated ability on the use of computers;
- (d) Must have the ability to prepare annual budgets;
- (e) Must have the ability to plan, organize, and direct the preparation of comprehensive research studies;
- (f) Must have the ability to analyze problems, prepare oral and written reports and formulate recommendations concerning planning and community & economic development;
- (g) Must possess good verbal and written communication skills, including the ability to listen well, to write and speak grammatically, and to speak English fluently;
- (h) Must have the ability to deal with others in a diplomatic and effective manner;
- (i) Must have the ability to supervise and coordinate, and to establish and maintain effective working relationships with employees, board/committee members, officials and the general public;
- (j) Must have the ability to show imagination, innovation, and judgment relating to planning and community development programs and proposals;
- (k) Must have the ability to use computer and applicable land-use software; and
- (l) Must have the ability to work independently and prioritize tasks.

1. **Special Requirements.**

- (a) Possession of a valid and current driver's license, and access to a motor vehicle.
- (b) Must be available to work some evenings, weekends and holidays, as required.

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