

# Director of Planning and Development

Agency Name: **Planning and Development**  
Full-Time or Part-Time: **Full-Time**  
Salary Range: **\$105,267 - \$120,264**  
Bargaining Unit: **Non-Union**  
Shift: **Day**  
Number Of Vacancies: **1**  
Facility Location: **1000 Commonwealth Ave., Newton MA**  
Posting ID: **0076-2014**

## Definition

Reporting to the Mayor, the Director of Planning and Development is the catalyst for developing, communicating and supporting critical public policy issues regarding the City's Master Plan, Current and Long-Term Land Use and Development Issues. Responsibilities include oversight of affordable housing, community development, community preservation, comprehensive planning, conservation, economic development, historic preservation, housing rehabilitation, and zoning to implement the long-range plans for the economic, physical, and social growth and development of the City. The primary focus for the Director will be the development and implementation of a Master Plan, as well as initiating and leading activities targeting the development and operation of programs, policies and partnerships to advance the City of Newton's economic development. The individual characteristics and nature of the 13 Newton villages, which have limited opportunities for development, must be honored and preserved by working closely with residents of each village, the Board of Aldermen, and the Mayor's staff. The successful candidate must strive to provide transparency of processes between the Department, the Executive Office, the Aldermen, Developers and the Public. This highly visible position assists and advises various elected and appointed advisory groups and commissions and oversees staff that work with the committees. The Director works to resolve issues of multiple stakeholders.

## Essential Duties

Plans, coordinates and directs the implementation of all Planning Department functions while acting as a resource to elected and appointed officials and the general public regarding the natural and built environments, and advises Boards and Commissions on such issues in relation to Master Planning, land use, economic development, historic preservation, conservation, environmental protection, community development, housing, zoning policy, and various related regulations.

Provides leadership on resolving issues when reviewing plans or zoning concerns; oversees analytical research, creates plans and timetables, and makes recommendations regarding future projects, policy, regulation, and ordinance changes.

Provides oversight of the Community Development Block Grant Program; housing rehabilitation program, HOME program, First-time Homebuyers program, Emergency Solutions program, etc. Attends hearings, reviews budgets and coordinates with other State and Federal officials and agencies. Acts as Sole Member of the Newton Community Development Authority.

Serves as a representative on state and local committees such as affordable housing and homeless committees or other related to Community and Economic Development functions. Oversees development and implementation of Five-Year Consolidated Plan.

Provides guidance and staff support to Newton Historical Commission and four local historic district commissions. Reviews/approves Requests for Eligibility and nominations to the National Register of Historic Places. Ensures staff educates property owners about various preservation programs and processes and their implications.

Initiates long-and short-range economic development objectives and plans with special regard to historic preservation in long-range and comprehensive planning initiatives such as Zoning Reform and updating the City's *Comprehensive Plan*.

Works with the local Chamber to provide support to existing businesses.

Develops and nurtures professional working relationships with business owners, managers, and property owners and encourages locating and expanding operations in the City. Communicates with the Mayor on the status of businesses in the City.

Meets with the public, developers and contractors; discusses planning, zoning and development issues; interprets information in City ordinances pertaining to the department.

Serves as an ex-officio member of the Planning and Development Board.

Prepares annual departmental budget.

### **Minimum Requirements**

Master's degree in a related field plus a minimum of 7-10 years of directly-related managerial experience. Municipal experience highly desirable.

Successful candidate must be able to multi-task with varying project deadlines, possess exceptional interpersonal and problem solving skills, and be able to determine policy or strategy directions. Excellent oral and written communication skills required. Working knowledge of Microsoft Word, Excel and Geographic Information Systems (GIS) is required. AICP certification preferred