



TOWN OF SAUGUS

HUMAN RESOURCES
298 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142

Fax: (781) 231-5666

Job Posting

Planning and Community Development Coordinator

(Full-Time, Benefited Position)

This position performs planning and community development work including land use planning, economic development, housing, open space and energy related activities. Work also involves developing sound approaches to growth and development; assessing proposals for growth, land use development and zoning by-law changes. Develops strategic land use planning, housing and economic development studies. Assist in the review and evaluation of development proposals, providing input for specific planning and development issues, seeks and prepares grant applications, performs other related planning community and economic development work. This highly visible position assists and advises various elected and appointed groups, boards and commissions. This position reports directly to the Town Manager.

Qualifications:

- Minimum 5 Years of Planning and Economic Development or Related Experience
- Bachelor's Degree Required, Master's Degree Preferred, in Planning Community Development or Related Field

Hours: (M) 8:30-7, (T,W,TH) 8:15-5:00 and (F) 8:15-12:30

Applications will be accepted until position is filled.

Please email applications/resumes to: lcrowley@saugus-ma.gov

Town of Saugus
Lisa R. Crowley
Director of Human Resources
298 Central Street
Saugus, MA 01906

Applications will be kept on file for a period of one year. The Town of Saugus is an equal opportunity employer. Federal Law forbids discrimination based on race, religion, sexual orientation, national origin, age, material status, or disability.