



TOWN OF SAUGUS

HUMAN RESOURCES
298 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142

Fax: (781) 231-5666

Job Posting

Planning & Development Director

The Town of Saugus is seeking a full-time Planning & Development Director. This position serves as the Town's point of contact and manager for all: shorter term, intermediate and longer range master planning.

Responsibilities include: land use planning; energy, housing and open space projects and initiatives; infrastructure needs assessments; and coordination of efforts to attract desired economic development.

Duties also include developing sound approaches to development; assessing proposals for growth; making recommendations for land-use development zoning by-law changes. The Director will be expected to develop and/or obtain strategic land-use planning tools as well as housing studies. The Director will assist in the review and evaluation of development proposals and will provide input for specific planning and development issues.

The Director will seek and prepare grant applications, and will perform other related planning, community development assignments. The position will be required to oversee, supervise and direct the staff planner. This highly visible position assists and advises various elected and appointed group, boards and commissions.

This position reports directly to the Town Manager.

Qualifications:

- Minimum 5 Years of Planning and Community Development or Related Economic 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 (F) 8:15-12:30

Plus – Attendance at Various Night Meetings

Applications will be accepted until position is filled.

Please email letters of intent/resumes to: glagattolla@saugus-ma.gov

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, gender, national origin, age, marital status, or disability.