



Town of Saugus

Human Resources
298 Central Street
Saugus, Massachusetts 01906
Telephone: (781) 231-4126 Fax: (781) 231-5666



Job Posting

Job Title: Town Planner

Location: Town of Saugus

Schedule: Monday to Friday

Job Summary:

The position reports directly to the Planning and Development Director and the Town Manager, as appropriate.

Essential Functions:

Daily job responsibilities/functions to include, but not limited to:

- Focuses on short, intermediate, and long-term planning initiatives in the areas of land use, housing, commercial/economic development, infrastructure and energy, open space, and environmental concerns.
- Research and implement federal and state laws as well as town by laws.
- Maintain relationships with local, regional, and state officials, the general public, employees, developers, and consultants.
- Preparation of grant application and the supervision/coordination of planning and other studies.

Knowledge, Skills and Abilities:

- Knowledge of federal, state and town by-laws.
- Good communication and interpersonal skills.
- Good client/customer service skills.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.

Qualifications:

Experience with permitting, grant writing and management, project management, environmental issues and community planning preferred.

Minimum 2 years planning and community development or highly related and relevant experience. Bachelor's Degree required, preferably in urban planning, public administration. A master's degree preferred, in planning, urban development or closely related field.

Posting Date: Open until filled

Application: Please e-mail all cover letters/resumes to hr@saugus-ma.gov