



Job Title: Chief of Planning & Community Development
Department: Planning & Community Development
Hours: Full time variable hours. Some nights and weekends required.
Salary: Salary commensurate with experience. This is a non-union position.

DESCRIPTION:

The City of Revere is seeking a dynamic, inclusive, and experienced professional to lead the Department of Planning and Community Development. This position is responsible for the overall leadership, supervision, administration, and project management oversight of the strategic planning and community development initiatives of the City of Revere. This role includes direct supervision of staff planners and project administrators specializing in zoning and land use, infrastructure and environment, economic development, transportation, housing, and community development. The Chief of Planning & Community Development works with and reports directly to the Mayor to advance the community priorities outlined in the Next Stop Revere master plan and related plans, all of which aim to strengthen the competitiveness and resiliency of Revere and its diverse neighborhoods, economic opportunities, and quality of life.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Serves as a senior leadership team member on the Mayor's Cabinet. Contributes to the City's overall mission of improving the lives of our residents.
- Implements the strategic goals outlined in comprehensive land use, economic development, resiliency, and housing or community development plans.
- Oversees development and implementation of the City's economic development strategy, including the master planning, urban planning, and design for major commercial and/or industrial districts and critical parcels within the community.
- Provides direct supervision to staff planners and administrators in the Department of Planning and Community Development.
- Responsible for technical processes, service delivery, and oversight and development of citywide planning goals and objectives.

- Responsible for the implementation of fiscal management policies and practices for the department including annual budgeting, procurement, contracts, required monitoring, audit risk management, and personnel.
- Responsible for oversight of staff administering the City's Community Development Block Grant Entitlement funding and for ensuring compliance with all federal reporting and monitoring requirements.
- Leads the development and implementation of the City's affordable housing production and preservation goals, including through collaboration with federal, state, local, and private sector partners in compliance with federal fair housing requirements.
- Oversees the development of policies and programs supporting small business growth and workforce development throughout the City.
- Identifies and applies for grant funding opportunities to support city initiatives and ensure adequate staffing levels for department work.
- Responsible for managing budgetary and financial information for the department.
- Advises the Mayor and the City Council with regard to the planning and development dimensions and consequences of city policies and priorities, and supports other city agencies, boards and commissions with regard to planning and development issues.
- Develops and monitors department performance indicators to measure and improve the efficacy, efficiency, and impact of department initiatives and programs.
- Ensures all department activities are conducted in accordance with all applicable federal, state, and local regulations and/or guidelines.
- Guides department inputs into the City's capital improvement plan, working in conjunction with the Chief of Infrastructure & Engineering and other staff to inform investments in general infrastructure, public facilities, and accessibility improvements.
- Fosters collaborative working relationships with neighboring municipalities, planning organizations, and ongoing regional initiatives, such as the North Suffolk Office of Resiliency and Sustainability, to advance shared local and regional goals.
- Serves as the City's designee on the Metropolitan Area Planning Council – voting, submitting requests for Direct Local Technical Assistance, Transportation Improvement Program representing the Town.
- Fosters the professional development of department staff through direct supervision, resource development, and relevant leadership and skill development opportunities.
- Performs other related duties as required.

QUALIFICATIONS:

- Bachelor's degree in Planning, Economics, Architecture, or other related field required.
- Master's degree in Planning, Public Policy, Public Administration or related field preferred.
- At least five to seven (5-7) years of municipal planning experience or any equivalent combination of education, training, and experience to perform the essential functions of the job.

- Three to five (3-5) years of supervisory experience, preferably in a government or non-profit setting.
- Must be able to demonstrate excellent oral and written communication, negotiation, personnel management, and interpersonal skills.
- Revere residency required or candidate must be able to demonstrate that they possess a sufficient connection to the City to understand its cultural and political climate.
- Demonstrated experience writing, securing, and administering federal and state grants.
- Ability to communicate in languages in addition to English beneficial.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Thorough knowledge of municipal planning, research data and the collection of data in support of the City's planning and community development objectives.
- Working knowledge of general urban planning and urban design principles, housing and economic development policies,
- Working knowledge and experience with federal, state, and local land use laws, statutes, and regulations application to planning and development.
- Working knowledge of federal and state regulations for housing policy and programs.
- Proficiency in use of technology such as laptops, computers, and tablets.
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint.
- Working knowledge of MUNIS software and Massachusetts procurement law.
- Familiarity with Revere's geography, demographics, and community characteristics.
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner.

Skills:

- Strong problem solving and interpersonal skills.
- Proven staff management and supervisory skills.
- Confident/effective public speaker.
- Demonstrated negotiation and conflict resolution skills.

Abilities:

- Ability to meet and deal with the public effectively to accomplish the City's planning goals and objectives.
- Ability to manage a varied portfolio of project, program management, and staff supervisory responsibilities.
- Ability to convene diverse internal and external stakeholders in a manner that builds effective, ongoing relationships.
- Ability to develop and maintain relationships with other City departments and outside partners, including local and state agencies, non-profit organizations, financial institutions, and local businesses.
- Ability to communicate effectively and appropriately with clients, vendors, City

employees, elected officials, and other governmental agencies.

- Ability to maintain strict confidentiality.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively and efficiently both verbally and in writing.
- Ability to conduct well planned and executed public presentations.
- Ability to analyze complex problems and articulate solutions and recommendations to City officials, staff, contracted consultants/vendors, and the general public.
- Ability to keep current with changing trends, data, legislation, and expectations for economic and housing development programs and make changes to local policies, practices, and programs as advisable.
- Ability to take the initiative required to handle problems effectively.
- Ability to maintain, manage, and organize records.
- Ability to deal with sensitive inquiries and complaints.
- Ability to conduct short and long-term planning goals and results.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.