



**Job Title:** Full-time Associate City Planner  
**Department:** Planning & Community Development  
**Hours:** Monday – Thursday, 8:15am-5:00pm, Friday, 8:15am-12:15pm.  
**Salary:** \$63,000-\$70,000 annual, this is a union position

### **THE CITY OF REVERE:**

The City of Revere is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to both live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel the government is more responsive to their needs and concerns, is an entity that they can trust, and are accountable to all is critically necessary.

### **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.

- Conducts and facilitates planning, economic development, historic preservation and transportation and infrastructure efforts.
- Supports review of plans and projects for compliance with local policies and ordinances and the preparation of staff reports and follow up correspondence and certification of board action as required.
- Assists department staff in the completion of project, permitting, and environmental reviews for all applicable projects.
- Supports the development and implementation of the City's housing and economic development programs.
- Serves in either a direct or supporting role by providing administrative and technical assistance to various municipal Boards and Commissions, including the Planning Board, Zoning Board of Appeals, Traffic Commission, and Conservation Commission.
- Collaborates on presentations for various state and federal agencies.
- Research, prepare, and administer proposals and grants.

- Performs analyses to support various city policies. Develops and recommends by-law and ordinance amendments.
- Participate and assist in the research of general planning studies and projects, and assist in the writing and production of resulting documents, ordinances, reports, and maps.
- Represents the department and the City at various inter- departmental, agency, and public meetings as requested by the Chief of Planning and Community Development.
- Provides professional and technical administrative approval on City processes, in accordance with local and state regulations.
- Provides information and assistance to the general public, applicants, and other City departments in the interpretation of permitting processes and City policies of a planning/land use nature.
- Performs other related duties as required.

#### **QUALIFICATIONS:**

- Bachelor's Degree and three (3) years of related experience in private sector or municipal planning or project management.
- Master's degree in Urban Planning or related field preferred.
- Revere residency preferred, or candidate must be able to demonstrate a sufficient connection to the City to understand its community, cultural, and political context.
- 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.
- Knowledge of planning, conservation, preservation, economic development, transportation and infrastructure is required.
- Candidate will be expected to become familiar with City zoning ordinances and the strategic vision for the City.
- Theoretical understanding of 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.
- 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:**

- Effective technical, written, and oral communication 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 provide guidance and technical assistance and explain regulations and policies clearly and courteously.
- 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 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 maintain, manage, and organize records.
- 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.

The applications must be submitted via the City's [Online Application Portal](#). Please submit a resume, cover letter and salary requirements with your application. If you have any questions,

feel free to contact us at: [jobs@revere.org](mailto:jobs@revere.org).