

## TOWN OF MEDWAY

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### PLANNING AND ECONOMIC DEVELOPMENT COORDINATOR

The Town of Medway seeks qualified candidates for the position of **Planning and Economic Development Coordinator (PEDC)**. This position provides professional and technical support to Town boards and committees, including primarily the Planning and Economic Development Board, with all aspects of land use planning including zoning, site plan, long-range planning, urban design, subdivision and related matters.

Attendance at evening meetings is required. The ideal candidate has the ability to deal tactfully and appropriately with the public, strong public presentation skills, and ability to communicate effectively. Extensive knowledge of the Massachusetts Zoning Act, Subdivision Control Law and related local, state and federal laws and regulations is required.

Bachelor's Degree in urban or regional planning, public administration, or other related field; Master's Degree preferred; five years municipal planning experience preferred; supervisory and administrative experience desired; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job; AICP certification preferred. Valid driver's license, and satisfactory driving record, required.

Please send resume with a cover letter to the Human Resource Coordinator, [jsinclair@townofmedway.org](mailto:jsinclair@townofmedway.org) or Medway Town Hall, 155 Village Street, Medway, MA 02053.

This benefits eligible position is 40 hours per week and includes evening meetings.

<b>Date of Posting:</b>	<b>March 13, 2023</b>
<b>Salary:</b>	<b>Starting annual salary is \$80,000 - \$90,000, depending on experience and qualifications</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>

TO BE POSTED AT: Town Hall, Fire Station I and II, Library, Highway, Water, DPW Office, Police Station