



TOWN OF MEDWAY

ASSISTANT DIRECTOR FOR PLANNING - COMMUNITY & ECONOMIC DEVELOPMENT

The Town Planner works in the Department of Community and Economic Development, providing professional, technical, and administrative staff support primarily to the Planning and Economic Development Board (PEDB), and other town boards and committees regarding all aspects of land use planning including zoning, site plan, long-range planning, urban design, subdivision and related matters, and development decisions; other related work, as required. The Town Planner exercises independent judgment and initiative in the performance of highly responsible work of a complex and technical nature relative to public sector land use planning and management. The position involves the interpretation and enforcement of applicable laws, codes, regulations, and policies.

- Provide professional planning, technical, and administrative support to the PEDB and other committees as needed.
- Review site plan, subdivision, special permit and other land use applications and provide recommendations.
- Assist residents, developers, businesses, and Town officials with planning, zoning, and land use matters.
- Coordinate planning studies, special projects, grant applications, and consultant activities.
- Support economic development initiatives and work with the local business community and regional planning organizations.
- Assist with updates to zoning bylaws, land use regulations, and implementation of the Town's Master Plan.
- Manage PEDB financial accounts, website content, and other administrative functions.

Attend PEDB and other evening meetings as required and perform related duties as assigned. 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.

The Town of Medway is an Equal Opportunity Employer

Minimum Qualifications:

Bachelor's Degree in regional, urban or community planning, architecture, landscape architecture, engineering, environmental science or a closely 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. American Institute of Certified Planners (AICP) certification preferred. A valid Driver's License and a satisfactory driving record are required.

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

Please send a resume, cover letter, and Employment Application to the Human Resource Manager, Joyce Sheehan at jsheehan@medwayma.gov or Medway Town Hall, 155 Village Street, Medway, MA 02053. The Application can be found here [Application](#)

For more details about the position, please visit the Town's website. [Job Opportunities | Town of Medway](#)

Date of Posting: **July 30, 2026**

Salary: Starting annual salary is \$82,000 - \$92,000 depending on experience and qualifications

Closing Date: **Open Until Filled**