TOWN OF MEDWAY

PLANNING COORDINATOR

The Town of Medway seeks qualified candidates for the position of **Planning Coordinator**. This position provides professional, technical, administrative, and coordination support to the boards and committees of the Department of Community and Economic Development, primarily supporting the Planning and Economic Development Board.

Responsibilities include coordinating land use and development reviews, including zoning, site plans, subdivisions, and special permits; assisting with long-range planning, zoning updates, and implementation of the Town's Master Plan; coordinating planning studies, grants, special projects, and consultant activities; and supporting economic development initiatives and business outreach. The position also assists with departmental administration, including budgets, records, website content, and related functions.

The Coordinator works closely with residents, developers, businesses, Town officials, and regional organizations and exercises independent judgment in coordinating planning and development activities and interpreting applicable laws, regulations, and policies.

Minimum Qualifications:

Bachelor's degree in public administration, business administration, urban or regional planning, or a related field preferred. Experience in municipal administration, project coordination, community development, or a related field desirable. An equivalent combination of education, training, and experience will be considered. AICP certification preferred but not required.

Knowledge of the Massachusetts Zoning Act, Subdivision Control Law, and related local, state, and federal laws and regulations is desirable. Strong organizational, administrative, communication, public presentation, and interpersonal skills are essential.

A valid Massachusetts driver's license and satisfactory driving record are required.

This benefits eligible position is 37 hours per week and includes evening meetings.

The Town of Medway is an Equal Opportunity Employer

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

Annual salary is $75,000 - $85,000 depending on experience and qualifications.

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