

Director of Planning and Development

Town of Wrentham

Deadline Extended

The Town of Wrentham seeks qualified and experienced candidates for the full-time position of Director of Planning and Development, reporting to and working under the general direction of the Town Administrator. Wrentham is a high growth community located south of Boston, MA and north of Providence, RI. Wrentham has 5 major highways, traffic overflow from nearby Gillette Stadium/Patriot Place, and is home to the international destination Wrentham Village Premium Outlet Mall which attracts 13M annual visitors. Wrentham's location, high quality services and its access to highways and commuter train service make it an attractive place to live and work. As a result, the Town is experiencing ongoing growth and investment with a number of development projects underway throughout the Town but in particular on Route 1 and within the downtown area.

The successful candidate should be industrious, have a thorough knowledge of planning, zoning, economic development and state and local land use laws as well as exceptional interpersonal skills. Responsibilities involve managing, supervising and administering the Department of Planning and Development; and coordinating and supporting the operations of the Planning Board and Zoning Board of Appeals. The Director performs professional planning work and provides direction and coordination of day-to-day activities, oversees the development application process, engages the community in short and long-range planning, grant writing/administration and provides professional support to the several boards and commissions as well as to town departments. In addition, the Director is responsible for economic development activities and provides staff assistance to the Economic Development Commission (EDC) by attending EDC meetings, and working directly with the EDC Chairman and members.

Successful candidates will have a Bachelor's Degree in regional/community planning or other related field, Masters Degree preferred, and five (5) years of experience in planning, or any equivalent combination of education and experience. Experience in economic development is a plus. AICP certification is preferred. Salary range \$75,000 to \$90,000 based upon experience and qualifications, with an excellent benefits package.

A town application form (required), cover letter and resume must be submitted to: Office of the Town Administrator, 79 South Street, Wrentham, MA 02093 or by e-mail to hr@wrentham.ma.us no later than November 16, 2018. The town's application form is available online at wrentham.ma.us/wrentham-town-jobs-board. EOE/AA