



CITY OF WALTHAM MASSACHUSETTS

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451
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Kristin Murphy
Human Resources Director
Workers' Compensation Agent

City of Waltham Director of Planning

Responsibilities: The purpose of this position is to plan, organize and direct the activities the Planning Department. Works with the City Council on zoning and special permits and is responsible for community outreach. Engages in the compilation, analysis and interpretation of data pertaining to municipal planning. Conduct studies of the resources, possibilities, needs and desires of the city in relation to the metropolitan area. Prepare plans and recommendations on: the use of land for residential, commercial, industrial recreational and/or other purposes; population distribution and density as it affects city services and environmental conditions; Act as technical advisor on municipal planning matters. Prepare and submit annually a long range capital improvement program for the city, including data as to the cost of each project recommended, relative priorities of projects from an urgency and desirability standpoint and the amounts that might be available from borrowed funds, federal or state grants-in-aid or loans, special revenue and trust funds, accumulated surplus, and funds obtained from the annual tax levy, together with the estimated amounts returnable to the city by better assessments. Advise and when so requested, consult in connection with the subdivision control regulations and zoning and other related ordinances. Develops ordinance amendments as well as regulatory and project control requirements and systems. Serves as voting member of the City Traffic Commission. Participates in regulating traffic and parking, proposing improvements to infrastructure and traffic patterns, and evaluating traffic impacts of major development projects. Identifies and evaluates federal and state grant programs potentially available to fund existing or additional programs and projects. Directs the preparation of applications and oversees administration of grants when awarded. Oversees and coordinates public and private investment in the downtown. Selects various planning, appraising, engineering, architectural and surveying consultants in consultation with municipal boards as necessary. Prepares contracts including scope of work and financial payment terms. Ensures contract compliance. Negotiates eminent domain land takings and ensures compliance with federal and state relocation requirements as applicable. Reviews requests for variances and submits recommendations to the Zoning Board of Appeals. Represents and protects the City's interests as its designee to the regional planning agency. Perform similar or related work as required, directed or as situation dictates. Job description available in Human Resources.

Qualifications: Master's Degree in Urban Planning or other related field; ten years of high level experience in the municipal planning field, including experience directly related to the planning and programming of land use and/or community development programs; Urban Planning experience preferred or an equivalent combination of education and experience. A valid motor vehicle operator's license is required. Must successfully pass a (CORI), background check, pre-employment physical and drug test, and the signing of Disclosure and Condition Form/City Council Rule 42.

Salary: \$121,281.00/yr includes excellent benefits (City pays 89% of HMO or 87.5% of PPO)

Deadline to Apply: April 26, 2024

Qualified candidates must submit a City of Waltham application, cover letter and resume:

City of Waltham
Human Resources Department
119 School Street
Waltham, MA 02451
781-314-3355
Fax 781-314-3358
jobs@city.waltham.ma.us
Req 2023-94

Applicant selected must submit three (3) written and signed letters of recommendation within one week of accepting any offer. Letters may not be dated any older than two years and may not be from relatives. Emails are acceptable providing they come directly from the author's email.