



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

April 2, 2019

Job #2019-012

**PLEASE POST
ANTICIPATED OPENING**

POSITION: **Assistant Economic Development Director**
Economic Development & Planning Office

HOURS OF WORK: **Regular office hours:** Monday-Friday 8:00 a.m. – 4:00 p.m.
Nights/weekend hours associated with business meetings required

SALARY: **\$50,000 - \$60,000 per year** (Rate to be determined by Mayor)
(According to Administrative salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The City of Haverhill is seeking an assistant in its Economic Development Office to assist with Economic Development and Planning. Individual will assist in business retention strategies for existing businesses and business recruitment to bring new companies to Haverhill.

Position will provide technical assistance to businesses throughout the City regarding available resources such as loans, grants, and other activities appropriate to carrying out Economic Development & Planning strategies.

Will provide economic development and planning services including visiting existing businesses to market available forms of assistance; screening and assisting new prospects; review and assist with applications for assistance, preparation of agreements, and the maintenance of available property inventories to assist with business location and expansion in the City.


The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SUPERVISION RECEIVED BY:

Will assist/perform/provide any other Economic Development services as directed by the Economic Development and Planning Director and/or his/her designee.

QUALIFICATIONS NEEDED:

Superior communication and interpersonal skills, outstanding writing capabilities and presentation skills, experience in grantsmanship, a command for financial, computer, and data spreadsheet analysis, and superb community relation capabilities. Background in planning, development and urban planning or urban studies preferred. Bilingual candidates are encouraged to apply.

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Candidate must have a working knowledge of and past experience with business development, financing and marketing. Must have knowledge of state and federal business and tax assistance programs.

The successful applicant should have a background or familiarity with planning, zoning or economic development. Masters in Public Planning or Public Administration helpful but not required. Valid driver's license required. Ability to attend evening meetings.

JOB ENVIRONMENT:

Most work is performed under typical office conditions with moderate noise; occasionally required to attend evening/weekend meetings. The volume of work is sometimes affected by deadlines and other time constraints. May spend periods of time at public/business meetings.

PHYSICAL REQUIREMENTS:

Operate a computer and general office equipment. Regular lifting and carrying of files, documents, records, etc.

Position will consist of sedentary periods while working on a computer or working in the office. Ability to walk or stand throughout the day along with frequent movement in and out of the office will also be a necessity. Travel throughout the city to various businesses is required which includes moderate movement in and out of vehicles and access to reliable transportation. Work day may exceed seven (7) hours per day. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment

CLOSING DATE:

OPEN UNTIL FILLED

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an AA/EEO/ADA Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2019-012 WHEN APPLYING ONLINE.