City of Chelsea  
HUMAN RESOURCES DEPARTMENT  
City Hall, 500 Broadway Room 301  
Chelsea, Massachusetts 02150  
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Phone (617) 466-4170  
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Economic Development Specialist  
Pay Class/Grade: 10  
Salary Range: $55,985.79–$70,149.73*  
*(+$55,985.79–$72,797.38 if hired before 9/22/09)

POSITION SUMMARY: Responsible for advancing the City’s overall economic development agenda. Under the direction of the Director of Planning & Development, the Senior Economic Development Planner will coordinate and manage the City’s economic development projects and provide meaningful input on the development of the City’s economic development agenda. He or she shall bring and utilize practical experience and knowledge of the economic development planning process and will work closely with City staff, as well as independently, on local economic development efforts, including but not limited to those related to downtown planning/commercial district revitalization, redevelopment activities, and business and job creation/retention. He or she shall coordinate with state and local economic development organizations, seek funding sources or grants for projects, and assist the Director of Planning & Development in working with the Regional Economic Development Compact and in the staffing and supporting the City’s Economic Development Board.

EDUCATION AND EXPERIENCE: BS/BA in City Planning, Urban Studies, Urban Economics, Finance, Government, or a related field and five years of experience in private or municipal planning development and/or economic development, and/or Master's Degree with two years of relevant professional experience. A combination of relevant education and experience will be considered. This position requires a strong theoretical basis gained through education as well as practical experience.

SKILLS, KNOWLEDGE & ABILITIES: Working knowledge of general economic development policies & planning principles. Experience with urban renewal districts, urban redevelopment, knowledge of or management of commercial loan programs and underwriting, and local and state permitting processes a plus. Ideal candidate will have experience in community/economic development, working knowledge of state and federal economic development programs and grants, CDBG, TIF's, and urban design and zoning. Familiarity with BIDs and other downtown revitalization programs. Knowledge of planning and development funding mechanism and processes. Strong organizational skills. Well-refined writing and communication skills. Ability to meet and deal effectively with government agencies, citizenry and the business community. Prior experience with grant writing and project management. Ability to work individually and as part of a team. Knowledge of and experience working within local, state and federal regulatory frameworks required. Experience with grant funding and management. Experience with program development. Tactful and effective in both written and oral communication. Commercial and residential real estate development knowledge is advantageous, but not essential. Bi-lingual (English and Spanish) helpful.

Qualified candidates submit a cover letter and resume to Diane Carey, Director of Human Resources & Administration, City of Chelsea, 500 Broadway, Chelsea, MA 02150. Email to dcarey@chelseama.gov or fax to: (617) 466-4175. City application forms are available in the Human Resources Department, Room 301. The City of Chelsea is an Equal Opportunity Employer.