



Employment Announcement

PLANNING DIRECTOR Town of Bedford Planning Department

The Town of Bedford (pop. 13,995) seeks candidates for the position of Planning Director. The Director receives policy direction from the five elected members of the Planning Board, and is responsible for supervising two full-time staff members.

Responsibilities include but are not limited to: acting as principal staff advisor to the Planning Board in matters dealing with the physical development of Bedford; reviewing major development proposals for impacts on the community, including the environment, transportation, visual quality, and municipal service delivery; ensuring that such proposals comply with state and local statutes and regulations; coordinating with other Town departments and officials in reviewing site plans and administering zoning bylaws; preparing planning studies, long-range plans, and maps related to land use, housing, economic development, natural resources, cultural resources, open space, recreation, public services, public facilities, and transportation; guiding revision of the Town's Master Plan; representing the Town in regional planning; and preparing, reviewing, and maintaining planning and land development records.

Candidates must have knowledge of the following: Municipal planning and public notice requirements; preparing and interpreting land use, geographic information system, and related maps; conducting planning studies; drafting zoning bylaws and amendments to subdivision regulations; maintaining planning and land development records; familiarity with various types of web presence/social media for communication purposes; applicable Federal, State and local laws, codes, and regulations.

Requirements include a bachelor's degree in planning or related field; a minimum of five years' experience, preferably in a municipal setting. A master's degree is highly desirable. Completion of courses in planning-related computer applications a plus.

Entry FY17 salary range for this position is \$72,418 - \$84,844; maximum salary is \$97,269; initial compensation based on experience and education of finalist. The Town of Bedford offers a comprehensive benefits package.

Application for employment may be downloaded at: www.bedfordma.gov/employment. The Town of Bedford Job Application is required to be completed in full by all applicants regardless of whether a resume is submitted.

Applications received by June 20, 2016 will receive first consideration. Position will remain open until filled. Please send resume, application, and letter of interest to:

Sarah Buhler, Human Resources/Management Analyst
SBuhler@bedfordma.gov
Town of Bedford
10 Mudge Way
Bedford, MA 01730
or fax to (781) 275-6310

The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.