



Haverhill

Human Resources Department, Room 306
Phone: (978) 374-2357 Fax: (978) 374-2343
Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov
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Bridget Panniello, Head Clerk/Floater- bpanniello@haverhillma.gov

August 6, 2026

Job # 2026-38

PLEASE POST
ANTICIPATED OPENING

POSITION: **ECONOMIC DEVELOPMENT DIRECTOR**
Economic Development Office

HOURS OF WORK: **Part Time 20-25 hours per week**
Accrual benefits will be based on average weekly schedule

SALARY: **\$65.93-\$71.43 per hour**
(Administrative & Professional scale)

SUMMARY

Prepare and implement overall economic development strategy and agenda for the City in cooperation with other staff. Utilize contemporary and innovative economic development tools to conduct business retention and recruitment efforts that promote economic diversification and job growth.

Meet and work with businesses to assess needs, explain City services, underwrite loans and tax increment financing agreements and provide technical assistance.

Manage all local, state and federally funded economic development planning activities and programs. Work with professionals, inside and outside the DPD, on economic development activities and projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned.

Represents the City at meeting with other local and regional economic development and related organizations working on joint activities including, but not limited to site development, and local and regional marketing.

Plans, procures and manages consultants performing economic development planning and programs.

Administers the City's economic development planning activities including market planning, economic base analyses, feasibility studies, and other research which suggests strategies for economic development programs. Works with consultants on the design and development of marketing materials, explaining the City's resources. Plans and manages new and ongoing marketing initiatives.

Oversees central business district revitalization efforts, including procuring and managing consultants, managing downtown reuse programs, business retention and recruitment efforts.



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Directs Commonwealth of Massachusetts, Economic Development Incentive Program (EDIP) on behalf of the City.

Manages the process for designations of eligible Economic Opportunity Areas (EOA) and Commonwealth-City-business tax reduction agreements promoting business expansion and job growth. Works with eligible projects, develops applications, and oversees implementation of incentives.

Prepare applications to State and Federal agencies for program or project funding. Manages program progress.

Develop and implement economic development programs appropriate for operations within the DPD. This includes, but is not limited to, preparing program proposals consistent with the Consolidated Plan process, creating program guidelines and operations, and designing marketing materials and applications.

Acts as City's "Single Point of Contact" officer, streamlining permitting processes for businesses and performs business ombudsman functions as well.

Responds to requests from businesses for information on City processes, eligibility for programs, cost and availability of services. Develop appropriate materials and publications to assist this process.

Meets with businesses to assess needs and discuss how the City can assist in their development or stability. Manages City's Brownfields redevelopment efforts to maximize reuse of industrial space.

Monitors economic development revenue activity and accounts, participate in monthly reviews and annual budget process. Develops and maintains program reporting and record keeping functions. Assures that records are complete and accurate.

Participates in management meetings, recommendations and operations within the Division.

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.

SUPERVISORY RESPONSIBILITIES

Oversees economic development office staff and consultants including, but not limited to, as well as any staff as assigned by the Mayor.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employee(s); planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. May supervise economic development consultants.



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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Proven understanding of economic development strategies, planning and research, business lending and loan underwriting, marketing and technical assistance. Good oral and written communication skills.

Master's Degree (M.A.) or equivalent; or equivalent combination of education and experience. Degree must be in Business, Economics, Community Development, Public Administration or related areas. Experience must include substantial experience with finance, management of publicly funded programs, some experience at local level and at least five (5) years in management of programs and personnel.

Proficient in use of computer programs for word processing (preferably Microsoft Word), database management (Microsoft Access) and spread sheets (Microsoft Excel).

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as discounted cash flows, net present value and yield calculations. Ability to apply common mathematical operations to such tasks as review of economic indicators, financial statement analysis, review of business operating budgets and comparative analyses of industries, real estate and business.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee



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to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

CLOSING DATE: FRIDAY AUGUST 14, 2026

APPLICATION IS AVAILABLE ONLINE AT:

<https://www.haverhillma.gov/government/job-opportunities/>

Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT

HRD@HAVERHILLMA.GOV

PLEASE REFERENCE JOB # 2026-38

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