



Haverhill

Human Resources Department, Room 306
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August 29, 2025

Job # 2025-43

PLEASE POST
ANTICIPATED OPENING

POSITION: **PLANNING DIRECTOR**
Economic Development Department

SALARY: **\$104,159 to \$119,263 per year**
(Administrative & Professional positions salary scale)

SUMMARY

The Planning Director will lead a broad portfolio of high-impact projects for a diverse and dynamic city. The Planning Director will manage the Master Plan and other interdisciplinary planning projects on topics which may include land use, housing, economic development, sustainability, the creative economy and public art, and more. Will serve as a project manager, use GIS and other tools analyze and communicate data, and leads community engagement activities. This public-facing position requires strategic thinking, diplomatic communication, and thoughtful relationship building with diverse stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned.

Provides initial contact with constituents or developers relative to requests for zoning information, site plan review, subdivision review, permit process, etc. Also acts as liaison between an individual or neighborhood group, developer and City land-use regulatory authorities to provide an understanding of a project and its process.

Coordinates and acts as a professional administrator and technical advisor to the City of Haverhill's Planning Board and Zoning Board of Appeals and other land-use regulatory boards regarding reviews for all submittals including site plans, subdivision plans, special permit and variance applications, zoning amendments and other business. Coordinates closely with the city solicitor's office on land-use legal matters including zoning and subdivision regulations.

Reviews and recommends improvements to the City's land-use planning and permitting processes and policies. Attend Planning Board meetings and other evening meetings as required. Conduct site inspections as needed. Serves as professional advisor and technical reviewer to the Haverhill City Council and City Solicitor in matters related to special permit applications going before the City Council for action. This includes preparing reviews of applications and advising the Council as to the completeness and adequacy of submissions by applicants.

Manages staff responsible for and assists in the development, presentation, management and implementation of the City of Haverhill's Comprehensive Master Plan and related studies.

Manages planning, design and construction consultants and projects as assigned. Assists in developing regulatory tools and programs to enhance the community's ability to pursue redevelopment projects consistent with the goals of the Master Plan.



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Advises on development and sustainability issues and programs; develops regulations and policies for new development.

Coordinates inter-department reviews and advises City Boards on proposed development projects. Coordinates with the Design Planners regarding the development and writing of relevant design guidelines.

Recommends appropriate zoning and subdivision policies and amendments. May represent City at Council Meetings. Completes special projects as assigned.

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

Supervises professional and clerical staff involved in project review as needed. May also supervise consultants.

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.

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 planning and research, business lending and loan underwriting, marketing and technical assistance.

Bachelor's degree in Urban Planning, Engineering, Landscape Architecture, Architecture, or related field required, Master's Degree strongly preferred. 5-7 years' experience in a related field required. Demonstrated oral and written communication skills. Demonstrated graphic presentation and design skills desired. Geographic Information Systems experience desired. AICP certification is desirable.

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 general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.



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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 define problems, collect data, establish facts, and draw conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several 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 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. Attendance is mandatory.

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: OPEN UNTIL FILLED

APPLICATION IS AVAILABLE ONLINE AT:

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@CITYOFHAVERHILL.COM

PLEASE REFERENCE JOB # 2025-43

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