



DANIEL RIVERA  
MAYOR

FRANK BONET  
PERSONNEL DIRECTOR

*City of Lawrence*  
*Personnel Department*  
*City Hall Room 303*  
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*Lawrence, Massachusetts 01840*

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### EMPLOYEE JOB POSTING

**Title:** Community Development Director  
**Department:** Office of Planning & Development  
**Pay Grade/Salary:** Grade 8 (\$80,000 – \$95,000 Annual Salary)  
**Union:** Non-Union, Exempt

**Duties:** Under the administrative direction of the Director of the Office of Planning and Development, provides leadership and oversight, supporting the implementation of programs relating to economic development, community development and housing activities in the City. Employee is responsible for managing employees, programs and services of the Community development Department to achieve specific goals in activities related to neighborhood revitalization, community development and housing development. Performs all other related work as required.

**Qualifications:** Master's Degree (M.A.) in Community Development, Urban Planning, Public Administration or equivalent. Experience must include substantial experience (10+ years) in community development, management of publicly funded programs, budget preparation and management, experience at the local level and grant writing experience or equivalent combination of education and experience. Prior management/supervisory experience required.

**Posting Date:** June 1, 2016

**Deadline Date:** August 1, 2016

**Appointing Authority:** \_\_\_\_\_

**Daniel Rivera, Mayor**

**APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE**  
*Application and Full Job Description Available in the City Personnel Department*  
*The City of Lawrence is an Equal Opportunity Employer*

**REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.