



YARMOUTH MAINE

The Town of Yarmouth is Hiring!

Position: Director of Community and Economic Development

FLSA Status: Exempt

Location: Yarmouth Town Hall

Salary Range: \$89,000 to \$95,000

Closing Date: Open Until Filled

To Apply: Please submit a complete application packet to hr@yarmouth.me.us. Your materials should be addressed to the attention of Jessica Factor, Human Resources Director. Please include the Town's Employment [Application](#), a cover letter and resume.

JOB GOAL:

- Performs a variety of complex, administrative, technical, and professional work in directing the Town's economic and business development functions.
- Performs and supports interdepartmental work related to creating and advancing housing policies.
- Performs and supports interdepartmental and community planning, and implementation of plans and projects related to housing diversity, streetscapes, Complete Streets, transit, the arts and non-profit community life, climate action and sustainability efforts, beautification of neighborhoods, community engagement and information, grants management, and community celebrations and pride events.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Undertakes special research projects and prepares a variety of plans, reports, and related information for decision-making purposes for the Town Manager and/or Town Council.
- Advises the Town Manager and other Town officials including the citizen advisory boards on matters germane to economic and community development, business attraction, retention, development, and housing diversity.
- Develops strategies to hit town-acknowledged housing production targets, in order to support a diverse housing market and to specifically encourage housing units that are accessible to Yarmouth's growing workforce.
- Formulates and implements short/long term economic and community development plans/strategies with the Planning and Development Department by maintaining knowledge of current economic and housing and development trends.
- Works towards diversifying and expanding the Town's economic base by maintaining close liaison with existing businesses in the community to retain their operations and assist in proposed expansion.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (Continued):

- Meets with representatives of businesses, institutions, associations and housing developers to encourage development interest in Yarmouth. Provides data and marketing information on site and land availability, utilities, financial support, labor force supply, market information and rental space.
- Prepares/monitors the Town's Tax Increment Financing (TIF) Development Fund budget and long-range development plans. Coordinate with the Maine Department of Economic and Community Development (DECD) on TIF-related amendments/district adjustments.
- Oversees and manages planning and implementation of the Town's plans and applications to the Cumberland County CDBG program and other similar programs, grants, and funding partners.
- Performs related work as required/assigned.

SUPERVISION: This position reports to the Town Manager and will supervise volunteers, full-time, part-time and/or temporary employees as necessary.

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor's degree in public/business administration required; Master's Degree preferred.
- A minimum of five (5) years of related experience, Maine experience base desired.
- Experience in municipal management, project management, economic and community development, planning, or related field.
- Any equivalent combination of education and experience will be considered.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of municipal government, department roles, Town ordinances, and the Town charter. Working knowledge of state agencies and laws.
- Executive experience in business planning and development, including managerial work in government or private organizations.
- Considerable knowledge of the process and problems confronting the business, service, and industrial firms of the community and of those who could potentially locate in Yarmouth.
- Considerable knowledge of the various ordinances, codes and regulations pertaining to planning, zoning, and public works.
- Considerable knowledge of housing production and residential market trends.
- Ability to direct and perform technical and financial research, analyze, and assemble data to make effective oral and written presentations of the results to staff, Town Council and various boards and committees.
- Excellent communication and interpersonal skills; ability to establish and maintain effective working relationships with employees, departments, Town officials, non-profits, business executives, architects, contractors, developers and the general public. Must be able to manage conflict and effectively represent the Town's position in a wide variety of issue areas.
- Ability to plan and coordinate departmental activities and programs with other municipal, public, and private agencies.

SPECIAL REQUIREMENTS:

- Maine Class C Driver's license in good standing.
- Professional certifications in Economic/Community Development/Planning desirable.
- The physical demands and work environment descriptions are available for review within the job description.

ABOUT THE TOWN OF YARMOUTH:

Nestled along Casco Bay, 12 miles north of Portland, Maine's largest city, Yarmouth is a picturesque community (13.35 sq. miles) with a distinct sense of place. Balancing suburban amenities with small town charm, Yarmouth boasts a vibrant downtown, a diverse Route One corridor, a growing arts community, and nearly 700 acres of open space – including 28 miles of urban, rural, and riverside multimodal trails. The community is also proud of its nationally recognized public school system and the region's premiere private school, North Yarmouth Academy.

The Town of Yarmouth is an Equal Opportunity Employer (EOE). The Town of Yarmouth does not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral or any other aspect of employment on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. The Town of Yarmouth does not discriminate against qualified applicants and employees with disabilities in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral or any other aspect of employment. The Town of Yarmouth also provides qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship on the Town of Yarmouth.