



Town of Milford, NH

Community Development Director

The Town of Milford, is seeking a highly-qualified individual to fill the position of Community Development Director.

A qualified candidate would perform skilled, specialized, professional activities on behalf of the Board of Selectmen and the Planning Board relating to the formulation of broad municipal growth policy; preparation of long-range planning programs for the community; analysis and synthesis of complex planning data; directing economic and community development activities; and supervision and direction of the development, review, permitting, and compliance processes of land use and building applications in accordance with Town rules and regulations. This individual will work under the general administrative supervision of, and is accountable to the Town Administrator.

REQUIRES: A comprehensive knowledge of the principles of planning, zoning and community development; Experience in a technical discipline such as engineering or architecture; Four years of experience or any combination of education and experience.

QUALIFICATIONS: The candidate should have a bachelor's degree in municipal/urban planning, economic development, public administration or related field (*Master's degree in related field preferable*); a minimum of 4 years of progressively responsible management experience related to public planning and development; or any equivalent combination of education and experience that provides the necessary knowledge.

WORK SCHEDULE: Town Hall business hours are 8:00 – 4:30 Monday through Friday. Attendance at evening BOS meetings on the second and fourth Monday of the month, the fifth Monday forum and select additional dates during the year that require attendance. Attendance at a Saturday BOS/BAC meeting and at Deliberative Session required.

BENEFITS: Includes 3 weeks vacation, 3 days personal, 12 holidays, 8 sick days (leave benefits prorated the first year); NHRS pension; Town paid STD and Life (1x/2x salary); medical/health, and more.

WAGES: Wages commensurate with experience and qualifications. This is an exempt position. Position is a Grade 26 on the [Town's wage scale](#). Candidates will be interviewed on an on-going basis until a suitable candidate has been selected. A complete job description and Town application are available on the Town's web page at www.milford.nh.gov or contact the H.R. Department at (603) 249-0605.

TO APPLY: Initial deadline for submission of applications is close of business on Wednesday, January 31, 2024. Interviews will be on-going. **Please forward cover letter with anticipated salary requirements, Town application, 2 letters of reference and resume to:**

Human Resource Department
Town Hall – 1 Union Square
Milford, NH 03055-4240

Or apply on-line at <https://milfordnh.applicantpro.com/jobs/>

The Town of Milford is an Equal Opportunity Employer