

TO-2b-4 ✓

An Ordinance Amending the Wage and Salary Classification Plan, Unaffiliated, to add the new position of Economic Development Coordinator

WHEREAS: The City has created a professional role within the Department of Economic and Community Development, titled Economic Development Coordinator to play a pivotal role in strengthening and advancing the City of Methuen's economic development goals and initiatives. The Economic Development Coordinator supports business recruitment, retention, and expansion efforts; works to strengthen and diversify the commercial and industrial tax base; and collaborates with internal departments, business owners, property owners, and regional partners to promote an economically vibrant community and position Methuen competitively within the Merrimack Valley region; and

WHEREAS: This position has been approved for funding within the Department of Economic and Community Development FY26 Personal Service Budget at the level reported in the salary schedule below; therefore

BE IT ORDAINED: That the Wage and Salary schedule of Chapter 6, Sections 6-4 and 6-5 of the Methuen Municipal Code, Unaffiliated, respectively, is amended by inserting the new position of "Economic Development Coordinator" and new salary schedule, to wit:

Department: Economic and Community Development
Position: Economic Development Coordinator (Unaffiliated)

TITLE	EFFECTIVE	MINIMUM	STEP I	STEP II	STEP III	MAXIMUM
ECONOMIC DEVELOPMENT COORDINATOR	Upon Passage	\$ 1,638.33	\$ 1,689.00	\$ 1,741.25	\$ 1,795.11	\$ 1,850.62
		\$ 85,193	\$ 87,828	\$ 90,545	\$ 93,346	\$ 96,232

This Ordinance shall be effective upon passage

Be it Ordered that a certified copy of this ordinance be submitted to the Office of the Chief Administrative Financial Officer upon City Council approval.



City of Methuen – Job Description – Economic Development Coordinator

Job Title:	Economic Development Coordinator	FLSA Category (Exempt? Y/N):	Y
Department:	Department of Economic and Community Development	Affiliation:	Unaffiliated
Classification/ Salary Range:	Per Wage and Salary Scale	Reports To:	Director of Economic and Community Development
HR Contact:	Director or Designee		
Job Description			
SUMMARY: Under the supervision of the Director of the Department of Economic and Community Development, the Economic Development Coordinator plays a pivotal role in strengthening and advancing the City of Methuen's economic development goals and initiatives. The Economic Development Coordinator supports business recruitment, retention, and expansion efforts; works to strengthen and diversify the commercial and industrial tax base; and collaborates with internal departments, business owners, property owners, and regional partners to promote an economically vibrant community and position Methuen competitively within the Merrimack Valley region.			
ESSENTIAL DUTIES AND RESPONSIBILITIES: The essential functions or duties listed below 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. This is a full-time, in-person position.			
<ul style="list-style-type: none">• Coordinates the implementation of economic development goals and priorities identified in the City of Methuen's Master Plan, and by the Mayor and Director of Economic and Community Development, translating policy direction into actionable programs and measurable outcomes.• Supports business attraction, retention, and expansion efforts, serving as a primary point of contact / "one-stop shop" in City Hall for businesses seeking to locate, grow, or reinvest in Methuen.• Cultivates and maintains strong working relationships with business owners, property owners, developers, regional partners, and other stakeholders within Methuen's business community.• Works collaboratively with chambers of commerce, business associations, and other community-based organizations to support existing businesses, promote business districts (i.e., Downtown Methuen, The Loop, the Merrimack Street corridor, etc.), and encourage visitation and investment.• Prepares and analyzes economic, demographic, and market data; develops reports, briefing materials, and recommendations for City leadership, boards, committees, and the public.			

- Assists with the coordination and streamlining of business permitting, licensing, and development review processes across City departments, with an emphasis on customer service and responsiveness.
- Responds to inquiries from businesses, developers, residents, and public agencies regarding economic development programs, incentives, zoning, and permitting requirements.
- Maintains and updates Citywide databases related to businesses, commercial properties, development activity, and economic development contacts.
- Assists with the identification, preparation, and administration of grants and funding opportunities related to economic development, revitalization, and placemaking initiatives.
- Coordinates and participates in internal and external meetings, site visits, public events, and outreach activities, including those occurring outside normal business hours.
- Conducts outreach and public engagement to solicit input from residents, businesses, boards, committees, and City officials, and to communicate progress on economic development initiatives.
- Serves as a liaison to City and regional boards, committees, and partner organizations engaged in economic development, business support, and revitalization efforts.
- Coordinates assignments and shares information with other Economic and Community Development staff and with colleagues in other City departments.
- May oversee or assist with the supervision of interns, students, or volunteers assigned to economic development projects.
- Performs related or similar duties as required or as circumstances dictate.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Strong knowledge of the geographic, demographic, and socioeconomic landscape of the City of Methuen.
- Knowledge of economic development principles, practices, and strategies applicable in municipal and regional contexts.
- Knowledge of local, state, and federal economic development programs, incentives, grants, and financing tools.
- Knowledge of land use planning, zoning, permitting, and regulatory processes affecting business development and redevelopment.
- Knowledge of workforce development, small business support, and business retention and expansion (BRE) practices.
- Knowledge of public-private partnerships and municipal roles in fostering economic growth.
- Knowledge of municipal government structure, policies, and procedures.
- Knowledge of community engagement and stakeholder collaboration practices and mediums.

Skills:

- Strong analytical and research skills, including the ability to assess economic trends, demographic data, and market conditions.
- Effective written and verbal communication skills, including the ability to prepare reports, grant applications, presentations, and marketing materials.
- Skill in coordinating projects involving multiple stakeholders, including businesses, developers, municipal departments, and regional agencies.
- Strong organizational and project management skills with the ability to manage multiple initiatives and deadlines.
- Skill in providing customer-focused service to businesses, developers, and residents.
- Proficiency in standard office software, databases, and economic development or GIS-related tools.

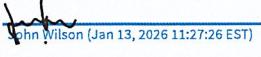
Abilities:

- Ability to plan, implement, and support economic development initiatives that align with the City of Methuen's goals and policies.
- Ability to interpret and apply zoning bylaws, regulations, and development guidelines in coordination with appropriate departments and/or community stakeholders.
- Ability to support business attraction, retention, and expansion efforts through effective outreach and assistance.
- Ability to collaborate effectively with elected officials, municipal staff, regional partners, and the private sector.
- Ability to exercise sound judgment, discretion, and professionalism when handling sensitive or confidential information.
- Ability to prepare and track performance metrics related to economic development activities.
- Ability to work independently and as part of a team in a public-sector environment.

QUALIFICATIONS: Bachelor's degree in business, urban planning, public administration, economics, or a closely related field, and five (5) years of progressively responsible experience in economic development, planning, community development, or a related area; or a Master's degree in a related field with progressively responsible experience in community or economic development; or an equivalent combination of education and experience. Must possess a valid Massachusetts Driver's License. Must be able to work independently. Bilingual preferred.

SUPERVISION RECEIVED: Works under the general direction of the Director of Economic and Community Development. The employee exercises independent judgment and initiative in carrying out assigned responsibilities and reviews progress and outcomes with the Director. Matters requiring policy interpretation or clarification are referred to the Director as appropriate.

WORK ENVIRONMENT AND PHYSICAL DEMANDS: The work environment is primarily an office setting with frequent field work, site visits, and attendance at meetings or events. The position may require occasional evening or weekend hours. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Department Review:	 John Wilson (Jan 13, 2026 11:27:26 EST)	Date:	01/13/26
HR Approval:	 Gina Lagreca	Date:	01/13/26
Mayoral Approval:	 David P. Beaman	Date:	01/13/26

Economic Development Coordinator JD

Final Audit Report

2026-01-13

Created:	2026-01-13
By:	Gina LaGreca (glagreca@ci.methuen.ma.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA56FcT8cILHHVtquYHhtciPND8b0pBSzF

"Economic Development Coordinator JD" History

 Document created by Gina LaGreca (glagreca@ci.methuen.ma.us)

2026-01-13 - 4:25:11 PM GMT

 Document emailed to John Wilson (jjwilson@ci.methuen.ma.us) for signature

2026-01-13 - 4:25:16 PM GMT

 Document viewed by John Wilson (jjwilson@ci.methuen.ma.us)

2026-01-13 - 4:26:12 PM GMT

 Document e-signed by John Wilson (jjwilson@ci.methuen.ma.us)

Signature Date: 2026-01-13 - 4:27:26 PM GMT - Time Source: server

 Document emailed to Gina LaGreca (glagreca@ci.methuen.ma.us) for signature

2026-01-13 - 4:27:27 PM GMT

 Document viewed by Gina LaGreca (glagreca@ci.methuen.ma.us)

2026-01-13 - 4:28:07 PM GMT

 Document e-signed by Gina LaGreca (glagreca@ci.methuen.ma.us)

Signature Date: 2026-01-13 - 4:28:18 PM GMT - Time Source: server

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2026-01-13 - 4:28:19 PM GMT

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2026-01-13 - 4:29:35 PM GMT

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2026-01-13 - 4:31:43 PM GMT



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