

**CITY OF CRANSTON, RHODE ISLAND**  
**ANNOUNCES AN OPEN PROMOTIONAL AND COMPETITIVE CIVIL SERVICE**  
**EXAMINATION FOR:**  
**SENIOR PLANNER (PLANNER II)**

**Salary Range:**           \$ 66,932.14 (*Step 1 of 8 salary steps*)           **Maximum:**   \$84,909.55

Applications must be received on or before 4:30 PM, **Friday December 29<sup>th</sup>, 2023**, in the office of the Director of Personnel Room 107, Cranston City Hall, 869 Park Avenue Cranston RI 02910. Applications can be downloaded at:

[www.cranstonri.gov/departments/personnel/](http://www.cranstonri.gov/departments/personnel/)

Complete application, cover letter, resume, and (optional) writing samples may be submitted to the Personnel Department by:

1. Fax: (401) 780-3362
2. Email: [jandoscia@cranstonri.gov](mailto:jandoscia@cranstonri.gov) & [jpezzullo@cranstonri.gov](mailto:jpezzullo@cranstonri.gov) (PDF Format)
3. US Mail: Personnel Director, 869 Park Avenue, Cranston, RI 02910

***\*\* INDEED candidates must also submit the City of Cranston application to be considered for the position. The time and place of the civil service examination will be announced by email. You must provide an active email address that you regularly monitor for messages.***

**The starting salary is non-negotiable and shall be step one (1) at the above referenced amount (\$66,932.14).**

This 35-hour full-time position includes annual 4% step increases that begin at the completion of the six-month probationary period. There may be annual contractually negotiated salary increases on July 1 at the start of each fiscal year. There are additional opportunities to earn compensation in the form of overtime or comp time from attending various public night meetings, as well as other city service activities such as voluntary snowplow dispatch duty (overtime).

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**Position Overview:**

The Senior Planner is expected to apply professional planning knowledge to fulfill the essential public service duties of the City Planning Department. Various duties include, but are not limited to, comprehensive plan updates, subdivision administration, development plan review, historic preservation, capital budgeting, drafting ordinances, zoning board recommendations, grant writing and administration. The Senior Planner is tasked with researching issues, formulating findings and recommendations, presenting oral reports to the public, the Planning Director, City Plan Commission, City Council, Zoning Board of Review, and various other city bodies as necessary.

The starting salary shall be step one (1) at the above referenced amount. The position includes annual step increases in addition to any contractually negotiated annual salary increases. There are also additional opportunities to earn compensation in the form of overtime or comp time from attending public night meetings, as well as other city service activities.

**General Duties:**

Qualified applicants shall have the ability to:

- Apply professional planning knowledge and skills as they pertain to various city planning issues;
- Conduct studies relating to a full range of professional planning work including, but not limited to, zoning administration, comprehensive planning, subdivisions, site plan review, capital budgeting, ordinance drafting, demographic analysis, neighborhood studies, grant writing and grant administration;
- Draft reports and recommendations in connection with the above referenced activities and provides findings to the Planning Director, City Plan Commission, City Council, Zoning Board of Review, and various other city bodies as necessary;
- Assist with the essential administrative public service aspects of working within a City Planning Department;
- Perform other related work as assigned by the Director.

**Qualifications:**

Qualified applicants shall have the ability to:

- Organize, undertake, and synthesize complex planning research, draw logical inferences, and summarize results;
- Understand and administer complex intergovernmental relationships;
- Present findings before the public and decision-making bodies in a concise oral and written format;
- Build and maintain professional relationships with all city departments;
- Accurately interpret city regulations and be able to communicate required actions to private property owners and the public;
- Work as a key team member on various special projects throughout the city and the State;
- Critically review proposed development projects for the merits of their design and function, and provide detailed staff presentations and recommendations.

**Education and Experience Requirements:**

- Master's Degree in Planning (Community, Town, City/Urban, Regional) from an accredited college or university. **SPRING 2024** graduates are eligible to apply;  
OR,
- Master's Degree from an accredited college or university in one of the following disciplines with a combination of one (1) year of professional / academic / internship experience in planning:

Sustainability                      Public Administration                      Public Policy  
Urban Affairs                      Geography                      Environmental Science/Management  
Graduate Certificate of Planning is desirable. **SPRING 2024** graduates are eligible to apply;

OR,

- Bachelor's Degree from an accredited college or university in one of the following disciplines with a combination of two (2) years of professional / academic / internship experience in Planning (Community, Town, City/Urban, Regional):

Planning                      Urban Studies                      Community Development  
Sustainability                      Public Administration                      Political Science  
Public Policy                      Urban Affairs                      Geography  
Environmental Science/Management  
Graduate Certificate of Planning is highly desirable.

**Required Computer Skills:**

Microsoft Windows / Microsoft Office Suite / GIS competence

**Examination:**

An oral board examination will be administered to each qualified applicant. The City will allow video conference for this portion of the selection process if requested. The weight of this examination shall be 100%, and the minimum passing grade shall be 70%. Qualified applicants will have appropriate seniority points added to a passing score.

**Preference:**

Honorably discharged active duty war veterans who have received a passing final grade of 70% shall have five (5) points added to their final grade and disabled active duty war veterans shall have ten (10) points added to their final grade.

In order to receive credit for veteran's preference, an honorably discharged active duty war veteran must furnish a copy of his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veteran's Administration. **The DD 214 and proof of disability classification must be submitted at the time of the written examination.**

**Veterans' dates for active duty war veterans are as follows:**

- December 7, 1941 - December 31, 1946
- June 27, 1950 - January 31, 1955
- July 1, 1958 - January 1, 1959
- August 5, 1964 - May 7, 1975
- August 20, 1982 - December 31, 1987

- December 20, 1989 - January 31, 1990
- August 2, 1990 - May 1, 1994
- September 18, 2001- A period prescribed by law, an Act of Congress or Presidential Proclamation.
- October 16, 2002- A period prescribed by law, an Act of Congress or Presidential Proclamation.

**This definition shall be further defined as "any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service."**

**The City of Cranston is an Equal Opportunity Employer**