

**CITY OF CRANSTON, RHODE ISLAND
ANNOUNCES AN OPEN PROMOTIONAL & COMPETITIVE CIVIL
SERVICE EXAMINATION FOR:**

PLANNER TECHNICIAN

Salary Range: Minimum: \$47,743.51 Maximum: \$59,259.75

Applications must be received on or before 4:30 PM, **Monday December 18th, 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/

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 & 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 (\$47,743.51).

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).

Overview: The City of Cranston seeks an entry-level **Planner Technician**, who, under the Planning Director, performs various administrative, and technical work supporting staff in the day-to-day operations of the department. This represents an exciting opportunity for individuals interested in the fields of community planning providing the ability to learn on-the-job in a team-oriented environment. The candidate will function as the office manager, performing a variety of tasks while interfacing with the public. The candidate will also assist staff in the site plan review process, drafting reports, along with other various professional planning pursuits.

General Duties & Responsibilities:

- Assists with the day-to-day operations of the City Planning Department; conducts office management duties including, but not limited to, payroll, bookkeeping, scheduling, updating the departmental website, and directing public information requests;
- Attends all regular and special public meetings as directed, performs routine office tasks related to such meetings including, but not limited to, data entry, project file management, preparing agendas, and drafting meeting minutes;
- Maintains meeting calendar for City Plan Commission, Development Plan Review Committee, and Historic District Commission;
- Maintains the index and tracking system for all ongoing and completed projects and programs;
- Informs the public regarding active and ongoing subdivisions, land development projects, ordinance amendments, and other related items;
- Assists in the professional tasks related to the City's long-range planning programs including, but not limited to, the Comprehensive Plan, grant applications, and the work priorities of the City's boards and commissions;
- Performs all other routine office duties as may be assigned consistent with this position.

Required Qualifications:

Applicants shall have the ability to:

- Work competently with Microsoft Office Suite and Adobe software;
- Present information in concise oral and written formats;
- Learn and implement state and local regulations pertaining to zoning and land development;
- Serve the public and fellow employees with honesty and integrity;
- Establish and maintain effective professional relationships with the public, coworkers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds;
- Translate information from basic GIS maps.

Preferred Qualifications:

- Experience in a municipal planning department or other comparable work environment.

Experience & Training:

MINIMUM REQUIREMENT

- Associate degree from an accredited college or university.

PREFERRED

- Bachelor's Degree (BA, BS, BFA, etc.) from an accredited college or university in such fields as Planning, Community Development, Sustainability, Public Administration, Political Science, Urban Affairs, Urban Design, Geography, Public Relations, Sociology, Communications, Environmental Science Management, Architecture, Landscape Architecture, English, History, Business, or other similar disciplines.

Examination:

- The oral examination shall consist of ten (10) general knowledge questions. 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 (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 their DD 214. A disabled active-duty war veteran must submit proof that they have been classified as "disabled" by the Veterans' Administration. The DD 214 and proof of disability classification shall 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 encourages diversity in its workforce.
We are an Equal Employment Opportunity Employer.*