

**CITY OF CRANSTON
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN COMPETITIVE & PROMOTIONAL CIVIL SERVICE
EXAMINATION
FOR
SENIOR PLANNER**

Starting Salary: \$71,699.45

Maximum \$90,957.23

Applications must be filed on or before **4:30 PM, Thursday, July 24, 2025** in the office of the **Director of Personnel, Room 107, Cranston City Hall**; Applications may be downloaded at www.cranstonri.gov/departments/personnel.

Fax: (401) 780-3362;

Email: personnelapplications@cranstonri.org;

US Mail: Personnel Director, 869 Park Avenue, Cranston RI 02910. Time and place of examination to be announced by email.

Candidates applying through any online or trade organization website must also submit the City of Cranston application to be considered for the position. The time and place of the examination will be announced by email. You must provide an active email address that you regularly monitor for messages.

DUTIES:

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 city bodies as necessary. The Senior Planner assists with the essential administrative public service aspects of working within a City Planning Department and performs other related work as required.

EXAMINATION:

The examination shall consist of a written test. The weight of the test shall be 100% on the written test and the minimum passing grade shall be 70%. Qualified employees will have appropriate seniority points added to a passing score.

PREFERENCE:

Honorably discharged active-duty war veterans who have received a passing grade of 70% on the test 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 DD214 when filing application. A disabled active-duty war veteran must submit proof that he/she has been classified as disabled by the Veterans Administration. Applicant must provide DD214 with application.

VETERAN DATES FOR ACTIVE-DUTY WAR VETERANS are as follows:

December 7, 1941 to December 21, 1946

June 27, 1950 to January 31, 1955

July 1, 1958 to January 1, 1959

August 5, 1964 to May 7, 1975

August 20, 1982 to December 31, 1987

December 20, 1989 to January 31, 1990

August 2, 1990 to 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”

REQUIRED COMPUTER SKILLS

Microsoft Windows/Microsoft Office Suite/GIS competence

QUALIFICATIONS:

Ability to organize, undertake and synthesize complex planning research, draw logical inferences and summarize results; Understand and administer complex intergovernmental relationships; present finding 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.

REQUIRED EXPERIENCE AND TRAINING:

Master’s degree in planning (Community, Town, City/Urban, Regional) from an accredited college or university.

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

Environnemental Science /Management

Graduate Certificate of Planning is desirable.

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.