

**CITY OF CRANSTON, RHODE ISLAND  
ANNOUNCES AN OPEN PROMOTIONAL AND 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 July 24<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/)

Completed applications may be submitted to the Personnel Department by:

1. Fax: (401) 780-3362
2. Email: [jandoscia@cranstonri.gov](mailto:jandoscia@cranstonri.gov)
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 shall be step one (1) at the above referenced amount.** This 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.

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**Overview:** The City of Cranston seeks an entry-level **Planner Technician** responsible for work assisting with the day-to-day operations of the City Planning Department. This represents an exciting opportunity for individuals interested in the fields of planning and community development, with the ability to learn on-the-job in a team-oriented environment. The individual will assist in plan review, prepare reports, respond to the general public, and conduct studies and analysis relating to a full range of professional planning work in a variety of topical areas.

**General Duties and Responsibilities:**

- Assists with the day-to-day operations of the City Planning Department as directed;
- Prepares reports and recommendations for the City Plan Commission on projects of varying complexity under the guidance of the Planning Director and supervising staff;
- Responsible for the management and review of projects of limited capacity (commercial, mixed-use, residential);
- Gathers data and information, synthesizes findings to be convened in various formats including maps, charts, or tables;

- Provides assistance and information to staff and the public in the administration of specific planning program areas, ordinance amendments or development projects;
- Attends all regular and special public meetings as directed, performs routine office tasks related to such meetings including, but not limited to, data entry, file management, drafting of agendas and compiling meeting minutes;
- Conducts studies relating to a full range of professional planning work, including zoning, subdivision, development plan review, capital budgeting, ordinance drafting, demographics, neighborhood studies, and grant administration;
- Draft reports and plans in connection with each of these studies and provides findings to the Planning Director, City Plan Commission and/or City Council;
- Assists in the professional planning 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;
- Conduct field research when necessary;
- Maintains the index and tracking system for ongoing and completed projects and programs;
- Conducts office management duties including, but not limited to, payroll, bookkeeping, scheduling, updating the departmental website, and public information requests;
- Performs other such routine office duties as may be assigned and are consistent with this position.

**Qualifications:**

Applicants shall have the ability to:

- Organize and distill complex planning research, draw logical inferences, and summarize results;
- Present findings before the general public in a concise oral and written format;
- Make critical analysis of proposed planning projects, including the merits of their design and function;
- Build and maintain professional relationships with all city departments;
- Understand state and local land development regulations;
- Serve the public and fellow employees with honesty and integrity;
- Establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds;
- Examine and work with maps, charts, and detailed materials, inspect sites and read extensively.

**Preferred Qualifications:**

- Bi-lingual or multi-lingual

**Desirable Computer Knowledge:**

- Microsoft Windows, MS Office Suite, and GIS

**Experience and Training:**

**REQUIRED -**

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

**PREFERRED -**

- Entry level with a master's degree from an accredited college or university in such fields as Planning, Community Development, Sustainability Sciences, Public Administration, Political Science, Urban Affairs, Urban Design, Geography, Public Relations, Sociology, Communications, Environmental Science Management, Architecture, English, History, or other similar disciplines.

**Examination:**

The oral examination shall consist of 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 his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veterans' 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 encourages diversity in its workforce.  
We are an Equal Employment Opportunity Employer.*