

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

PRINCIPAL PLANNER / ASSISTANT DIRECTOR / PLANNER III

Salary Range: Minimum: \$74,715.73 Maximum: \$94,208.11

Applications must be received on or before 4:30 PM, Monday, June 19th 2023, in the office of the Director of Personnel, Room 107, Cranston City Hall, 869 Park Avenue, Cranston RI 02910. Applications can be downloaded from www.cranstonri.gov/departments/personnel/. Completed applications may be submitted to the Personnel Department in the following ways:

- 1. Fax: (401) 780-3362**
- 2. Email: 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. 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.

Distinguishing Characteristics of Class

Professional city planning work in connection with community and urban planning graduate programs. Work involves the application of professional planning knowledge, skills and experience to a wide range of municipal planning issues. Supervision is exercised over subordinate employees and serves as the assistant to the Planning Director.

Position Overview:

The Assistant Director 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 Assistant Director is tasked with researching issues, formulating findings and recommendations, presenting oral and written reports to the public, the Planning Director, City Plan Commission, City Council, Zoning Board of Review, and various other city bodies as necessary.

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.

Required Computer Skills:

Microsoft Windows / Microsoft Office Suite / GIS competence

Education and Experience Requirements:

- Master's Degree in Planning (Community, Town, City/Urban, Regional) from an accredited planning program with 3 years of professional planning experience. AICP is preferred.
- Master's Degree from an accredited college or university in one of the following disciplines with a combination of 5 years of professional / academic / internship experience in planning:

Sustainability

Public Administration

Public Policy / Planning

Urban Affairs Geography Environmental Science/Management
Graduate Certificate of Planning is desirable. AICP is **required** by the end of the
probationary period.

- Bachelor's Degree from an accredited college or university in one of the following disciplines with a combination of 7 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 desirable. AICP is **required** by the end of the
probationary period.

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 (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.