



**CITY OF CRANSTON
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPENING FOR PLANNING DIRECTOR**

STARTING SALARY COMMENSURATE WITH EXPERIENCE

Applications must be received on or before 4:30 PM, Thursday, February 13, 2025, 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.com Completed applications may be submitted to the Personnel Department by:

1. Fax: (401) 780-3362
2. Email: personnelapplications@cranstonri.org
3. US Mail: Personnel Director, 869 Park Avenue, Cranston, RI 02910

Candidates applying through Indeed.com 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:

- Serves as the administrative head of the City's Planning Department and directs staff activities under the supervision of the City Plan Commission;
- Trains subordinates in effective application of urban planning principles and techniques;
- Maintains [updates] and implements the City's Comprehensive Plan in accordance with Chapter 45-22.2 of the Rhode Island General Laws [RIGL];
- Prepares the Plan Commission's annual Capital Budget and Improvement Program;
- Administers the City of Cranston Subdivision and Land Development Regulations and supervises staff in their review of land development applications in accordance with said regulations and with chapter 45-23 RIGL;
- Chairs the City's Development Plan Review Committee and manages the Development Plan Review process as required by Chapter 17.84 of the City of Cranston Zoning Code;
- Coordinates the review of all ordinance and zoning matters that have been referred to the Plan Commission for recommendation;

- Supervises and/or participates in the preparation and administration of state and federal grant applications and programs;
- Coordinates with and assists other municipal departments in their review of planning, zoning, and development proposals and projects;
- Coordinates and reviews development proposals of various state and federal agencies, e.g., proposed development on State-owned land, transportation improvements, environmental impact statements, and regulatory permits;
- Ensures that the City Plan Commission is kept fully informed on matters of significance as well as any trends, events, or emerging issues applicable to the responsibilities of the Commission;
- Attends substantial number of evening meetings;
- Other duties customarily performed by municipal planning directors, as necessary.

REQUIRED EDUCATION AND EXPERIENCE:

The Cranston City Charter requires "The planning director shall have at the time of the planning director's appointment a degree in city planning or some related field from a college or university of recognized standing and shall have at least three years' experience in city planning."

For the purposes of this search, the City Plan Commission adds the following requirements:

- A Master's Degree in City Planning
- Experience in a professional planning environment with a minimum of five (5) years of progressively responsible experience at the municipal level

STRONGLY PREFERRED

- Certification by the American Institute of Certified Planners (AICP)

DESIRED SKILLS:

- A thorough knowledge of modern land use planning principles and practices [especially zoning and subdivision]; of current Federal, State, and local land use planning and environmental law and the ability to apply said technical knowledge;
- Considerable knowledge of principles of personnel management, including supervision, professional development, and performance evaluation;
- Considerable knowledge of the methods and techniques of research and analysis;
- Successful experience in balancing multiple projects with varying deadlines and prioritizing individual workloads and those of staff;
- Demonstrated ability to work independently and to exercise independent judgment in carrying out responsibilities of the Department;

- Excellent written and oral communication skills, including the editing, oversight, or preparation of reports and publications, and the presentation of information in a public setting;
- Strong interpersonal and public affairs skills to provide information and work effectively with diverse constituencies, such as public officials, staff, interested parties, the media, and the general public;
- Strong problem-solving and negotiation skills necessary for resolving conflicts among competing interests;
- Highest standards of professional ethics;
- Proficiency with all applicable technology; commitment to expanding and improving the technological capabilities of the Planning Department.