

**CITY OF CRANSTON, RHODE ISLAND
ANNOUNCES AN OPEN PROMOTIONAL & 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, **Tuesday, July 9, 2024**, 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/

Completed application, cover letter, resume, and (optional) writing samples may be submitted to the Personnel Department by:

1. Fax: (401) 780-3362
2. Email: personnelapplications@cranstonri.org & 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 form 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.***

Compensation

The salary is non-negotiable and shall start at Step One (1) \$74,715.73

This 35-hour, full-time position is in-person without a hybrid work option. The salary includes an annual 4% step increase. Step 2 begins at the successful end of the 6-month probationary period. The salary may also include any contractually negotiated salary increases at the start of each fiscal year beginning on July 1. Any salary increases negotiated by the bargaining unit will be provided retroactively to July 1 at the finalization of a new contract. The maximum salary as denoted assumes there are no negotiated contractual increases. There are also additional opportunities to earn compensation in the form of 1.5x overtime or compensatory time (time off) from attending public night meetings. There are other adjacent city services activities such as voluntary snowplow dispatch duty where an employee can earn additional overtime compensation.

The collective bargaining agreement governing this position can be found at the following link:

https://www.cranstonri.gov/resources/common/userfiles/file/Personnel/MX-M2630_20211215_105823.pdf

Position Overview

The Assistant Director is expected to apply professional planning knowledge and experience to the essential public service duties of the City Planning Department. Supervision is exercised over subordinate employees and serves as the assistant to the Planning Director.

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 office 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 needed.

General Duties & Responsibilities

- Apply professional planning knowledge, skills and experience 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;
- Supervise subordinate staff and balance the monthly workload of the various boards and commissions;
- Perform all other related work at the discretion of the Planning Director.

Qualifications

- 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.
- 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 a minimum of three (3) years of professional planning experience. AICP is preferred. OR
- Master's degree from an accredited college or university in one of the following disciplines with a combination of four (4) years of professional / academic / internship experience in planning:

Sustainability	Public Administration	Public Policy
Urban Affairs	Geography	Environmental Science/Management
Graduate Certificate of Planning is desirable.		AICP is preferred. OR

- Bachelor'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 (Community, Town, City/Urban, Regional):

Planning	Urban Studies	Community Development
Sustainability	Public Administration	Political Science
Public Policy	Urban Affairs	Geography
Environmental Science/Management		Architecture
Graduate Certificate of Planning is desirable.		
AICP is required by the end of the probationary period.		

Civil Service Examination

An oral civil service 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.

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.