

CITY OF CRANSTON, RHODE ISLAND
ANNOUNCES AN OPEN PROMOTIONAL AND COMPETITIVE CIVIL SERVICE
EXAMINATION FOR:
ASSOCIATE PLANNER / CODE COMPLIANCE OFFICER (PLANNER I)

Salary Range: Minimum: \$56,183.40 Maximum: \$70,324.80

Application package (application, cover letter and current resume) must be filed on or before 4:30 PM, June 7th, 2019, in the Office of the Personnel Director, Room 107, Cranston City Hall, 869 Park Avenue, Cranston, RI 02910. Applications are available in the Office of the Personnel Director and on the Personnel webpage at: www.cranstonri.com. Time and place of examination to be announced.

Duties:

- Professional planning work related to accredited community, city and regional planning graduate programs;
- Application of professional planning knowledge and skills as they pertain to city planning issues;
- Conduct studies relating to a full range of professional planning work, including zoning administration, comprehensive plans, subdivisions, site plan review, capital budgeting, drafting of ordinances, demographic analysis, neighborhood studies, grant writing and grant administration;
- Draft reports and plans 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;
- Conduct various activities dealing with zoning code compliance including, but not limited to, land use history research, site inspections, site reports, notice of violations, and case preparation for the Cranston Municipal Court under the direction of the Cranston Building Official or his/her designee;
- Perform other related planning / zoning work as required.

Qualifications:

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 general public and decision making bodies in a concise oral and written format;

- Plan, assign, and supervise the work of subordinates, and work as a team on specific projects;
- Make critical analysis of proposed planning projects, the merits of their design and function, and provide staff recommendations;
- Build and maintain professional relationships with all city departments;
- Provide quantitative/qualitative analysis of demographic trends within the City;
- Conduct neighborhood surveys and address on-going housing needs;
- Accurately interpret city regulations and be able to correspond required actions to private property owners;
- Conduct code compliance activities under the guidance of the Building / Zoning official, as needed, and provide accurate and detailed information for cases that come before the Cranston Municipal Court.

Required Experience and Training:

- Master’s Degree in Planning (Community, Town, City/Urban, Regional) from an accredited college or university (Spring/Summer 2019 graduates strongly encouraged to apply); or
- Master’s Degree from an accredited college or university in a *closely related field* such as Sustainability Sciences, Public Administration, Urban Affairs, Urban Design, Geography, Environmental Science Management (Spring/Summer 2019 graduates strongly encouraged to apply); or
- Bachelor’s Degree from an accredited college or university in a *closely related field* such as Urban Planning, Sustainability Sciences, Public Administration, Political Science, Urban Affairs, Urban Design, Historic Preservation, Architecture, Landscape Architecture, Geography, Environmental Science Management. Membership in the American Institute of Certified Planners (AICP) ***strongly preferred***.

Desirable Computer Knowledge:

Microsoft Windows and Standard MS Office software package, ArcGIS, Adobe Creative Suite

Examination:

The examination shall consist of a written multiple-choice examination. 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 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 a copy of his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veteran's 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 is an Equal Opportunity Employer.