

**CITY OF CRANSTON, RHODE ISLAND  
ANNOUNCES AN OPEN PROMOTIONAL AND COMPETITIVE CIVIL SERVICE  
EXAMINATION FOR  
RETIRED SENIOR VOLUNTEER PROGRAM (RSVP) PROJECT DIRECTOR  
CRANSTON SENIOR ENRICHMENT CENTER**

**Salary Range**

**Minimum: \$45,591.00**

**Maximum: \$56,183.40**

**Applications must be filed on or before 4:30 PM, January 19, 2018, in the Office of the Personnel Director, Room107, 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](http://www.cranstonri.com). Time and place of examination to be announced.**

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**DUTIES:**

Supervises and trains RSVP project staff, provides guidance and assistance to RSVP Advisory Council. Prepares monthly and yearly RSVP financial statements. Implements recruitment, orientation, and placement of volunteers. Oversees postal service account and prepares the registered mail. Develops and maintains contact with volunteer stations and their supervisors. Develops and adheres to approved budget, prepares and issues reports to accommodate the administrative and program needs specified by sponsors and the Corporation for National Service. Coordinates recognition of project volunteers. Maintains contact with volunteer stations, develops new stations and program activities. Develops, organizes and implements special events. Writing, managing and submitting applications for grant funding. Performs related work as required.

**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."**

EXAMINATION:

The examination shall consist of written and oral examinations. Weights shall be 50% on the written test and 50% on the oral test. The minimum passing written examination grade shall be 70%. Qualified applicants will have appropriate seniority points added to a passing score.

QUALIFICATIONS:

Administrative and management experience with strong interpersonal and communication skills. Experience working with older persons and background community development preferred. Hiring of the individual must be approved by the State Director for the Corporation of National Services. Reports directly to Senior Services Executive Director.

DESIREABLE KNOWLEDGE AND SKILLS:

A knowledge of community organizations and agencies. Ability to deal with people at all levels. Ability to assess needs of the community and develop programs to address those needs. College graduate preferred with good communication skills.