



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

DON ZIMMERMAN
DIRECTOR OF HUMAN RESOURCES

JOB POSTING NOTICE

The City of Pawtucket is posting the following vacancy in Unclassified/NonUnion:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Planning/Code Enforcement	Planning/Code Enforcement	Director of Planning and Redevelopment	UNC- \$71,700-\$84,000

Minimum requirements upon application:

- Master's Degree in Urban and Regional (Urban) Planning, Public Administration or a related field (copy of diploma required) and a minimum of 10 years of progressively responsible planning experience. Additionally, candidates must have 5+ years of experience managing individuals and departments.
- American Institute of Certified Planners (AICP) Certification is required, or ability to obtain certification within one year of hire.
- Experience with intermodal transportation planning, FTA New Starts transportation projects, public/private mixed use development, economic development and waterfront planning is highly desirable.
- Affiliations and leadership roles with professional organizations and advocacy groups such as Congress for New Urbanism, Urban Land Institute, Smart Growth America and the American Planning Association are desired.
- Experience in a multi-cultural community is preferred.

CERTIFICATES/LICENSES

- American Institute of Certified Planners (AICP), or ability to obtain certification within one year of hire.

PLEASE SEND A COVER LETTER, RESUME AND FULLY EXECUTED CITY OF PAWTUCKET EMPLOYMENT APPLICATION, WHICH CAN BE FOUND AT WWW.PAWTUCKETRI.COM UNDER EMPLOYMENT OPPORTUNITIES. PLEASE ATTACH YOUR MOST RECENT DIPLOMA.

**SEND ENTIRE PACKET VIA EMAIL TO
CLAIRD@PAWTUCKETRI.COM**

Application Period: January 18, 2017 – Until filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the Americans with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: DIRECTOR OF PLANNING AND DEVELOPMENT
Department: PLANNING AND REDEVELOPMENT
Reports To: MAYOR
Prepared By: Human Resources
Prepared Date: November 2016
Approved By:
Approved Date:
Classification: Heads of Departments/Appointed Officers (\$71,700-\$84,000 annually)
FLSA Status: Exempt

SUMMARY

Under general direction, the Director of Planning and Redevelopment plays a key role in the City's transformation effort, provides strategic leadership and manages the City's planning and redevelopment efforts to enhance the quality of community life.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Advises and informs the Mayor on matters affecting the physical, economic or environmental development of the City.
- With the Mayor and other members of the city administration, creates a vision for the city's transformation and develops and executes a plan to achieve it.
- Leads and oversees the Planning and Redevelopment Department and the Building and Zoning/ Code Enforcement and Senior Services Divisions, as well as such issues relating to environmental management and energy as may fall within the jurisdiction of the city government.
- Serves as direct staff to various City boards and commissions including the *Pawtucket Redevelopment Agency, Pawtucket Planning Commission, Pawtucket Business Development Corporation, Pawtucket Riverfront Commission, and Pawtucket Historic District Commission.*
- Oversees recruitment, employment, appraisal and supervision of department and division employees or contract personnel, either directly or through subordinate supervisors.
- Develops and achieves department and division goals and objectives in support of City goals and objectives, and develops, enforces and modifies, as needed, department and division policies and procedures, consistent with the City Charter, ordinances and policy.
- Plans, organizes and directs all economic development programs and activities.
- Responsible for expanding tax base, supporting the establishment of new businesses, retaining and assisting existing businesses.

- Establishes programs and practices that nurture private sector projects, job creation and growth of tax base.
- Utilizes best-practice standards and applicable metrics, provides regular reports, recommendations and analyses of planning and redevelopment opportunities, programs, projects and plans.
- Champions entrepreneurial business development in the city and oversees business/industry outreach.
- Oversees and monitors the annual fiscal year departmental and division budgets.
- Preparation and maintenance of the comprehensive plan for the city, the preparation of the capital improvement program and the implementation of said plans.
- Serves as the Department's primary representative to civic organizations, public interest groups, elected representatives, and other statewide planning-related groups.
- Evaluates planning-related legislation and applicability to department projects
- Evaluates proposals to local governments for organization's planning consulting services
- Evaluates environmental assessments/determinations for all non-exempt projects.
- Attends substantial number of evening and weekend meetings
- May perform other duties as assigned

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

KNOWLEDGE, SKILLS, ABILITIES

- Working knowledge of the theory, principles and techniques of the planning profession and development process
- Knowledge of Federal, State of Rhode Island and local laws, ordinances and codes pertaining to a wide variety of planning topics including land use and zoning
- Knowledge of principles of personnel management and evaluation, budgeting and finance, real estate terminology, laws, practices, principles and regulations
- Knowledge of real estate, finance, business, marketing principles
- Knowledge of the interaction among the economy, transportation, health and human services, and land-use regulation.
- Knowledge of geographic information systems, planning, zoning and permitting software and office software, including Microsoft Office Suite (Word, Excel, Access, Outlook, Powerpoint).

- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees
- Strong interpersonal and facilitation skills to work effectively with various officials, staff, citizens and other customers
- Ability to solve problems in a team environment using a balance of technical competence, creativity, and pragmatism.
- Ability to balance/manage expectations of multiple stakeholder groups coupled with ability to effectively navigate through high-profile, sensitive or controversial political situations

EDUCATION and/or EXPERIENCE :

- This position requires a master's degree in urban and regional (urban) planning, public administration or a related field and a minimum of 10 years of progressively responsible planning experience. Additionally, candidates must have 5+ years of experience managing individuals and departments.
- American Institute of Certified Planners (AICP) Certification **is required**, or ability to obtain certification within one year of hire.
- Experience with intermodal transportation planning, FTA New Starts transportation projects, public/private mixed use development, economic development and waterfront planning is highly desirable.
- Affiliations and leadership roles with professional organizations and advocacy groups such as Congress for New Urbanism, Urban Land Institute, Smart Growth America and the American Planning Association are desired.
- Experience in a multi-cultural community is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- American Institute of Certified Planners (AICP), or ability to obtain certification within one year of hire.