



## 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

### INTERNAL/EXTERNAL BID

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Planning & Redevelopment	Planning	Senior Planner	R43 – \$925.11-\$1,001.55/wk

**\*Minimum Requirements upon application**

- American Institute of Certified Planners Certification preferred.
- Bachelor's degree plus three years' experience, or Master's Degree in Urban Planning and one year experience, or an equivalent combination of education and experience. Employee must have grant management experience including compliance and reporting requirements. Employee must also be proficient with Microsoft Office Suite. Experience with Geographic Information System (GIS) programs preferred.

**Please send a cover letter, resume and necessary documentation (copy of certification and diploma)**

**To apply for this position:** Please fill out a City of Pawtucket Employment Application, which can be found at [www.pawtucketri.com](http://www.pawtucketri.com) under job opportunities, and forward your application package, along with a copy of certifications and diplomas, to [HR@pawtucketri.com](mailto:HR@pawtucketri.com).

**Candidates must meet minimum qualifications as stated in job description**

**Application Period: February 9, 2018- February 20, 2018 (Internal Applicants)**  
**Application Period: February 9, 2018 – Until filled (External Applicants)**

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:** SENIOR PLANNER  
**Department:** PLANNING AND REDEVELOPMENT  
**Reports To:** DIRECTOR OF PLANNING AND REDEVELOPMENT  
**Pay Grade:** R 43  
**Prepared By:** Barney S. Heath  
**Approved By:**  
**Approved Date:**  
**Revised Date:**

### **SUMMARY**

Performs planning and grant management related work under the direction of the Planning Director, Assistant Director, Project Engineer, and Community Development Program Manager.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following, other duties may be assigned:

- Provides excellent customer service to residents and businesses.
- Researches and prepares applications for potential grant opportunities for the City.
- Develops and maintains tracking spreadsheet of all departmental projects.
- Chief responsibility for achieving all departmental grant-related compliance and reporting requirements, including any on-line reporting requirements.
- Attends workshops and participates in regional and statewide planning projects.
- Staffs various boards and commissions, including attending monthly night meetings, as directed.
- Carries out special projects as directed by the Director, Assistant Director, Project Engineer and Community Development Program Manager.
- Assists in the review of projects according to the Land Development and Subdivision regulations.
- Prepares, maintains and updates the City's Comprehensive Plan.

### **QUALIFICATIONS**

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.

#### **COMPUTER SKILLS**

Proficiency with Microsoft Office Suite of products. Experience with Geographic Information System (GIS) programs preferred.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree (B.A.) plus three years' experience, or Master's Degree, (M.A.) and one-year experience, or an equivalent combination of education and experience.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

American Institute of Certified Planners Certification preferred.

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

#### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.