



## City of Central Falls Job Posting

<b>LOCATION:</b>	Central Falls City Hall 580 Broad Street, Central Falls Rhode Island 02863
<b>POSITION TITLE:</b>	Principal Planner
<b>DEPARTMENT:</b>	Planning Department
<b>SALARY:</b>	\$47,539 per year Benefit Package
<b>POSITION TYPE:</b>	Full-time

### **POSITION DESCRIPTION SUMMARY**

Under general supervision of the Director, the Principal Planner performs administrative, technical planning, and urban development/community development work in assisting the Director in the execution of the community development program in all its phases; and related work, including management of specific projects and programs as required. The Principal Planner will be a key team member of the City's update to its comprehensive plan. Work assignments are received from the Director and will include both specific tasks and work that is more general in nature and will accordingly afford a certain amount of latitude in the exercise of independent judgment in planning work details and method of execution. Work elements include writing, public speaking, and the use of various types of computer software and programs including word processing, spreadsheets, databases, presentation, mapping, and desktop publishing. Work is reviewed in its broader aspects for compliance with the standards of relevant grant programs and principles of community planning. Central Falls is a small city with a lean government. The Principal Planner will join an energetic, focused team within the Department of Planning and Economic Development to achieve the city's growth objectives.

### **DUTIES AND RESPONSIBILITIES**

- Ensures municipal planning and community development operations and records are maintained in an effective, up-to-date, and accurate manner.
- Creates the City's Geographic Information System (GIS) program.

- Under general direction of the Director, and in collaboration with the Community Development Manager, develops, manages, administers, and coordinates community development grants activities for the City of Central Falls. Responsible for the Community Development Block Grant (CDBG) program development and administration and other related grant-writing and administration activities. Prepares and administers requests for Federal and State grants, and provides technical advice and assistance to Director.
- Undertakes planning projects from inception through completion; Participates in the organization and development of the planning and urban development program; Coordinates department activities with special emphasis on urban design or on research and analysis; Compiles and interprets physical, social, and economic data in the analysis of planning and urban redevelopment problems and in the design of the solutions to these problems.
- Coordinates with consultants, contractors, City staff and community partners in the completion of projects.
- Assists in the compilation and interpretation of physical, social, and economic data and mapping used in the analysis of planning and urban redevelopment problems and in the design of solutions to these problems.
- Aids the Assistant Director in urban redevelopment efforts
- Prepares written and graphic reports using computerized word processing, desktop publishing, presentation, mapping, spreadsheet, database software, and other software devices.
- Prepares and delivers presentations to City boards, technical and neighborhood groups on planning and redevelopment matters.
- Aids the Department in presentations to various federal, state, and local public and private agencies.
- Represents the Department at conferences and work-related meetings as required.
- Performs other related duties as required.

## **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.

- A passion for urban environments and diverse communities
- Detailed and demonstrable knowledge of the principles, practices, and techniques involved in city planning and community development including, but not limited to: managing community development projects; operating public-facing programs; preparing capital improvements, comprehensive plans, urban redevelopment programs, zoning ordinances and land development regulations; administering planning projects; assigning and supervising the work of technical staff or contractors; and giving presentations to technical groups on general planning and urban redevelopment matters.
- Ability to perform complex technical research and analysis, compile comprehensive reports, work with computers and computer programs, and make recommendations for the practicable applications of findings.

- Ability to develop and implement organizational systems. Ability to develop and administer grant programs
- Experience or familiarity with US Housing and Urban Development (HUD) programs, and specifically the CDBG program preferred.
- Ability to communicate effectively and courteously; ability to establish and maintain effective working relationships with City officials and the general public.

#### **EDUCATION AND EXPERIENCE REQUIRED**

- Must be at least 18 years old
- Ability to pass a background (BCI) check.
- Bachelor's degree or higher in architecture, planning, urban studies, urban affairs, public administration or related field required; Master's degree in planning from a college or university accredited by the American Planning Association desirable; at least two (2) years' experience in city planning, community development, or related field strongly preferred.
- Experience working with GIS required.

#### **PREFERENCE IN HIRING WILL BE GIVEN TO:**

- City of Central Falls Residents
- Bilingual applicants who can demonstrate fluency in a second language as spoken by at least 10% of Central Falls City residents, as determined by the United States Census Bureau; and
- Military members/veterans

#### **LANGUAGE SKILLS**

Ability to read, analyze and interpret complex materials. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from a wide variety of municipal officials, businesses, and the general public. *Fluency in a second language spoken by a sizeable portion of the city, such as Spanish or Portuguese, strongly preferred.*

#### **REASONING ABILITY**

Ability to organize time, work independently, and accomplish tasks despite frequent interruptions; ability to maintain detailed statistics and records; ability to deal effectively and tactfully with the public and all municipal officials; ability to maintain confidential information; ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow; ability to communicate effectively.

#### **PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee must occasionally lift and/or move

up to 25 pounds. Specific vision abilities required by this job include close vision. This position requires the ability to operate a keyboard at sufficient speed of at least 50 words per minute.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **EQUAL OPPORTUNITY EMPLOYER**

Central Falls is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Read the City's full nondiscrimination policy here: <https://www.centralfallsri.gov/city-clerk/page/title-vi-nondiscrimination>.

### **APPLICATION INSTRUCTIONS**

Application and resume can be submitted through the following:

- In person or by mail to 580 Broad Street, Central Falls, RI 02863 Attn: Human Resources Department
- Email: [ldias@centralfallsri.us](mailto:ldias@centralfallsri.us).

Applications can be found on our website at [www.centralfallsri.us](http://www.centralfallsri.us) under Human Resources/Employment.

Closing Date: Open until filled