



City of Central Falls Job Posting

LOCATION:	City of Central Falls 1280 High Street Central Falls, RI 02863
POSITION TITLE:	Assistant Director of Planning
DEPARTMENT:	Department of Planning and Economic Development
SALARY:	\$45,000 - \$55,000 per year, depending on level of experience.
POSITION TYPE:	Full-time

POSITION DESCRIPTION SUMMARY

Under general direction of the Director, the Assistant Director develops, directs, administers, and coordinates planning and redevelopment activities for the City of Central Falls.

The Assistant Director shoulders primary responsibility for a plurality of Department projects and will play a significant role in updating and ensuring compliance with the City's Comprehensive Plan. This position staffs the Central Falls Planning Board, the Central Falls Zoning Board of Review, and the Pawtucket-Central Falls Joint Planning Commission, and provides advice and assistance to the Director of Planning and Economic Development, Mayor, City Council, various City department directors and local boards, commissions and officials, community and civic leaders, and the general public.

Central Falls is a small city with a lean government. The Assistant Director will join an energetic, focused team within the Department of Planning and Economic Development to achieve the city's growth objectives.

DUTIES AND RESPONSIBILITIES

- Participates in the organization and development of the planning and urban redevelopment program.
- Undertakes planning and redevelopment projects from inception through completion.

- Serves as staff secretary to Central Falls Planning Board, the Central Falls Zoning Board of Review, and the Pawtucket-Central Falls Joint Planning Commission, with duties that include preparation of agendas, preparation of meeting minutes, and staff reports and recommendations to the Boards, as well as the preparation and recording of all decisions.
- Prepares requests for proposals to solicit planning, design, engineering, and other professional services; participates in the selection of consultants and contractors; coordinates the work of consultants and contractors in the completion of Department projects.
- Investigates and evaluates funding opportunities in support of Department's goals.
- Works closely with City's Fund Developer to coordinate application and administration of relevant grant programs. Under the supervision of the Director, prepares all requisite reports relating to grant receipts.
- Coordinates with consultants, contractors, City staff, and community partners in the completion of grants projects and other assigned projects.
Supervises and coordinates various staff activities of the Department in the completion of assigned projects.
- Compiles and interprets physical, social, and economic data used in the analysis of planning and urban redevelopment problems and in the design of solutions to these problems.
- Evaluates data affecting location and design of projects.
- Prepares and delivers presentations to City boards, technical and neighborhood groups on planning and redevelopment matters.
- Prepares written and graphic reports using word processing, desktop publishing, presentation, spreadsheet, mapping, database, and other software.
- Represents the Department at conferences and work-related meetings as required; represents Department at meetings and events in the absence of the Director.
- Performs other related duties as required.

ELIGIBILITY CRITERIA

- Ability to pass a background (BCI) check

QUALIFICATIONS, EDUCATION, AND EXPERIENCE REQUIRED

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.
- Bachelor's degree or higher in planning, urban studies, urban affairs, architecture, landscape architecture, environmental studies, 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 three (3) years' experience in city planning, community development, or related field strongly preferred.
- Detailed and demonstrable knowledge of the principles, practices, and techniques involved in city planning and community development and municipal government project management, including, but not limited to: managing community development projects;

operating public-facing programs; comprehensive plans, urban redevelopment programs, zoning ordinances, land development regulations, and preparing capital improvements; 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.

- Strong written and oral communication skills.
- Ability to see projects through from conception to completion.
- Ability to perform complex technical research and analysis, compile comprehensive reports, and make recommendations for the practicable applications of findings.
- Ability to communicate effectively, professionally, and courteously in a variety of settings.
- Ability to establish and maintain effective working relationships with City and State officials, consultants, members of planning departments from other municipalities, developers, business owners, and residents.
- Excellent organizational, time management, verbal, written, analytical, and research skills.
- Spanish language skills strongly preferred.
- Must be able to perform all essential functions of the job.

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.

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.

Applications can be found on our website at www.centralfallsri.us under Human Resources/Employment.

Closing Date: Open until filled