



# CITY OF NEWPORT, RHODE ISLAND

## C A R E E R O P P O R T U N I T Y

<b>Position Title:</b>	<b>ASSISTANT PLANNER</b>
<b>Posting Date:</b>	Monday, January 30, 2023
<b>Closing Date:</b>	Monday, February 13, 2023
<b>Department:</b>	Planning & Economic Development
<b>Brief Job Description:</b> <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> <li>• Provides technical information and assistance to department personnel, the general public and members of the City's Boards and Commissions by answering questions and researching information; interprets data and explains requirements, regulations and procedures.</li> <li>• Conducts interviews, surveys and site inspections concerning factors that affect land usage, such as zoning, traffic flow and housing; collects information from people through observation, interviews, or surveys.</li> <li>• Takes the lead in researching, identifying, tracking and communicating grant funding opportunities; prepares selected grant applications and provides limited grant administration; prepares spreadsheets, timelines, and schedules of selected grants.</li> <li>• Participates and provides required information for specific meetings; assists in the preparation and review of meeting minutes for various City Boards and Commissions.</li> <li>• Supports the department in the development and implementation of the City's ongoing resiliency strategic projects and hazard mitigation measures.</li> <li>• Evaluates a variety of applications and proposals for completeness; maintains appropriate logs of plan applications processed; assembles data needed to issue permits; work with applicants to ensure consistency of applications with City regulations; prepares documentation for permits or licenses.</li> <li>• Prepares technical reports, using statistics, charts, and graphs, to illustrate planning studies in areas such as population, land use, or zoning; prepare scientific or technical reports; assists with documentation for projects &amp; presentations; maintains planning, statistical, photographic &amp; historical records.</li> <li>• Researches, compiles, analyzes and organizes information from maps, reports, investigations, and books for use in reports and special projects; compiles geographic or related data; analyzes geological or geographical data.</li> <li>• Develops planning studies and reports in support of new and updated plans, programs and regulations.</li> <li>• May serves as the liaison between department and other City departments, community groups, government agencies, developers and elected officials; develops collaborative relationships between departments and with external organizations.</li> <li>• Inspects sites and review plans for minor development permit applications; review environmental permits, plans, or reports.</li> <li>• Prepares, maintains and updates files and records, including land use data and statistics; assist in the enhancement of the departments record keeping system by organizing and computerizing files; prepares, develops and maintains maps and databases.</li> <li>• Attends meetings outside of normal business hours when requested.</li> <li>• Participate in a variety of special projects as assigned.</li> </ul>

<p><b>Minimum Entrance Qualifications:</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in urban planning, architecture, public policy or related field with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience.</li> <li>• Knowledge of the principles and practices of urban planning and graphic presentation as applied to planning; considerable knowledge of economic, sociological and environmental aspects of planning.</li> <li>• Knowledge of grant research and administration.</li> <li>• Ability to work independently, be organized and direct the preparation of comprehensive research studies, analyze problems, prepare technical reports and formulate recommendations.</li> <li>• Ability to respond to requests and inquiries from the general public and to communicate effectively orally and in writing; ability to establish and maintain effective working relationships.</li> <li>• Exceptional skill in oral and written communications along with creative problem-solving skills to gather relevant information to solve practical problems,</li> <li>• Skill in the review of plans and the ability to apply provisions of the ordinances and codes to determine compliance.</li> <li>• Skill and familiarity working with various computer software programs and applications.</li> <li>• Must be able to attend evening meetings.</li> </ul>
<p><b>Licenses/Certifications:</b></p>	<ul style="list-style-type: none"> <li>• Valid Operator's License</li> </ul>
<p><b>Pay and Hours Per Week</b></p> <p>NEARI Grade: N03  Min. Salary: \$27.26 Hrly  Max. Salary: \$36.64 Hrly  Hours per week: 40</p> <p><b>FULL BENEFITS OFFERED</b></p>	<p style="text-align: center;"><b>Submit resume and/or completed application to:</b></p> <p style="text-align: center;">Michael J. Coury, Director of Human Resources  Human Resources Department  City Hall – 43 Broadway  Newport, Rhode Island 02840</p>
<p style="text-align: center;"><b>An Equal Opportunity and Affirmative Action Employer</b></p> <p style="text-align: center;">APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p style="text-align: center;"><a href="http://www.cityofnewport.com/jobs">www.cityofnewport.com/jobs</a></p> <p style="text-align: center;"><b>Tel: (401) 845-5444</b>  <b>Fax (401) 845-9364</b></p>	