



# CITY OF NEWPORT, RHODE ISLAND

## *CAREER OPPORTUNITY*

<b>Position Title:</b>	<b>DIRECTOR OF PLANNING &amp; ECONOMIC DEVELOPMENT</b>
<b>Posting Date:</b>	Monday, May 13, 2019
<b>Closing Date:</b>	Friday, May 31, 2019
<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>• Oversees all planning, land development, and urban development initiatives, both short- and long-term, in conjunction with community and other City departments; integrates sustainability into planning efforts to ensure long-term environmental, social, and economic viability of the City.</li> <li>• Reviews and improves upon the planned and actual results of the City's land use plans, its ordinances and regulations, area economic advantages and objectives, infrastructures and facilities, recreation, cultural pursuits and human service needs; develops cohesive strategies, plans, programs, activities, required expense and revenue budgets and collateral materials.</li> <li>• Serves as the Department's primary representative to civic organizations, public interest groups, elected representatives, etc. and attends meetings related to community development, planning and zoning related issues.</li> <li>• Provides for the maintenance and implementation of City plans through coherent planning, and enforcement processes and activities responsive to community and client population interests.</li> <li>• Directs technical reviews of land use proposals and provides comprehensive advice and recommendations to the City Manager and other committees.</li> <li>• Develops general master plan programs for overall planning operations including updates of land use, zoning, subdivision, transportation and housing studies.</li> <li>• Studies, reviews, formulates and makes recommendations on proposed activities dealing with physical development of the City.</li> <li>• Consults with and advises developers, contractors, members of the public, agencies, &amp; elected officials on planning related issues and legal matters.</li> <li>• Oversees the City Planner in the development and maintenance of an accurate and contemporary Comp Plan and Hazard Mitigation plan.</li> <li>• Administers the City's Economic Development program directing the planning, scheduling and coordination of department activities; develops policies, procedures and priorities to meet established goals; researches, formulates, develops and implements short and long term range economic objectives, strategies and approaches to urban redevelopment; implements development projects that lead to long-term economic benefit to the City.</li> <li>• Meets with developers and negotiates for preferred project results; meets with community groups, helps coordinate some activities and may mediate conflict resolution; recommends the establishment of nonprofit organizations and other vehicles for achieving preferred community development.</li> <li>• Oversees the collection, organization and maintenance of social, economic, governmental, regulatory and census data for use in technical studies.</li> <li>• Oversees the administration of housing assistance programs and federal application process for Community Development Block Grants and related grant programs.</li> <li>• Works in close partnership with key stakeholders representing business, housing, community development, finance, and others to advance the City as a whole.</li> <li>• Develops &amp; maintains inventory of available buildings and sites, in and adjacent to the community, for economic development; maintains contact with land owners, brokers, developers, etc. regarding available properties for business development.</li> </ul>

<p><b>Brief Job Description:</b> <i>(continued)</i></p>	<ul style="list-style-type: none"> <li>• Prepares and maintains information on utilities, taxes, zoning, transportation, community services, demographics, financing, other data sheets and topics related to marketing the community for business development.</li> <li>• Works with City Manager and delegates to assist commercial developers with all local activities and approvals necessary for project completion including, but not limited to the following: zoning matters, financial incentives and general coordination activities with City departments, commissions, and committees.</li> <li>• Conducts or assigns subordinates to research economic development grant opportunities and writes or assists with said grant applications; identifies financing sources for development projects and assists developers/owners to finance projects; develops and reviews Requests for Funding Proposal (RFP) for economic development projects.</li> <li>• Interprets City codes, regulations, plans, policies, and functions as needed; regularly evaluates the effectiveness of existing ordinances, policies and proposes updates and revisions as needed.</li> <li>• Provides for the protection of the City's historical assets and natural resources to maintain the City's unique character; represents the City at meetings.</li> <li>• Performs public speaking and presentation duties.</li> <li>• Supervises, directs, evaluates and coordinates staff.</li> </ul>
<p><b>Minimum Entrance Qualifications:</b></p>	<ul style="list-style-type: none"> <li>• Master's degree in municipal planning, urban planning, public administration or a related field with eight or more years of progressive experience in municipal or community development and community economic development with considerable supervisory and administrative responsibility.</li> <li>• Possession of a valid State Driver's License is required; AICP (American Institute of Certified Planners) certification preferred.</li> <li>• Thorough knowledge of contemporary urban planning principles, economic development, land use regulations, strategic planning, grant administration, community relations and all related systems and regulatory practices.</li> <li>• Knowledge of federal housing and urban development programs and real estate law, terminology, practices and regulations.</li> <li>• Ability to problem-solve, plan, assign, and direct the work of subordinates; ability to prepare and manage budgets, to develop and maintain control over departmental operations, to maintain good public relations, to understand and manage high-profile, sensitive or controversial political situations.</li> <li>• Ability to exercise sound and independent judgment.</li> </ul>
<p><b>Pay &amp; Hours Per Week</b></p> <p>Mgmt. Grade: S12 Min. Salary: \$43.92 hourly Max. Salary: \$62.57 hourly</p> <p><b>FULL BENEFIT PACKAGE OFFERED</b></p> <p>Hours per week: 40</p>	<p style="text-align: center;"><b>Submit resume and/or completed application to:</b></p> <p style="text-align: center;"><b>Michael J. Coury, Director of Human Resources</b> <b>City Hall – 43 Broadway</b> <b>Newport, Rhode Island 02840</b></p>
<p style="text-align: center;"><b><i>An Equal Opportunity and Affirmative Action Employer</i></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">www.cityofnewport.com</a></p> <p style="text-align: center;"><b>Tel: (401) 845-5444</b> <b>Fax (401) 845-9364</b></p>	