



# CITY OF NEWPORT, RHODE ISLAND

## ***CAREER OPPORTUNITY***

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| <b>Position Title:</b>                                                   | <b>DIRECTOR OF RESILIENCE &amp; SUSTAINABILITY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Posting Date:</b>                                                     | Monday, March 18, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Closing Date:</b>                                                     | Monday, April 8, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Department:</b>                                                       | Resilience & Sustainability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Brief Job Description:</b><br><i>(essential functions of the job)</i> | <ul style="list-style-type: none"><li>• Under the direction of the City Manager, responsible for the complete and overall coordination and direction of all resilience and sustainability functions of the City government.</li><li>• Oversees and directs the Departments of Resilience &amp; Sustainability, Utilities, Public Services, Planning &amp; Zoning, and Inspections. Also provides City-wide coordination and collaboration in the areas of resilience and sustainability.</li><li>• Responsible for City-wide grant-writing function.</li><li>• Coordinate the development of a short and long-term planning document to develop creative and innovative solutions to promote long-term resilience and sustainability for the City of Newport.</li><li>• Works with the City Manager and department directors or designees to ensure all departments incorporate resilience thinking across all planning efforts and activities, including the use of resources and investments to ensure that resilience and sustainability are being considered in all relevant decisions.</li><li>• Responsible for preparing department 5-year capital improvement plan (CIP) and budget, including review of CIP and budgets of the departments under their direct supervision and ensuring compliance with budgets under their control.</li><li>• In conjunction with the Director of Communications under the general direction of the City Manager, develop communications and educational materials and campaigns to inform and educate the community about resilience and sustainability across a broad spectrum and the City's role in addressing short and long-term solutions.</li><li>• Promote meaningful and robust community engagement to learn from multiple stakeholders, identify resilience opportunities, and build public support for City initiatives.</li><li>• Performs similar or related work as required, directed, or as the situation dictates.</li></ul> |
| <b>Minimum Entrance Qualifications:.</b>                                 | <ul style="list-style-type: none"><li>• Must have a bachelor's degree from an accredited college or university in public administration, engineering, public planning or a related field and have completed additional study in one or more specialized areas such as resilience and sustainability, planning, water or sewer utilities, or engineering. An MPA is preferred.</li><li>• Must have a minimum of five years of progressively responsible experience in related areas of resilience and sustainability, public utilities, government administration and supervision, planning or other areas of public services. Must have experience supervising senior or mid-level staff.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b>Minimum Entrance Qualifications:</b><br><i>(continued)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Must have and maintain a thorough knowledge of areas under purview of this position; develop and maintain a good working knowledge of the City's organization and operations; knowledge in how to keep abreast of any changes in policies, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities.</li> <li>• Must have the ability to problem-solve, plan, assign, direct and review the work of subordinates; ability to prepare and manage budgets; ability to develop and maintain control over departmental operations and personnel; ability to maintain good public and community relations; ability to understand and manage high-profile, sensitive or controversial political situations; ability to exercise sound and independent judgment within general policy guidelines; ability to effectively lead a team marked by strong morale, sharing wins and successes, fostering open dialogue and ensuring accountability; ability to build rapport quickly and easily with a broad range of stakeholders both internally and externally, demonstrating a bias toward action and consensus building; ability to apply considerable knowledge of professional and other standards or requirements; accurately perform, interpret, and report information and the work products produced; consistently demonstrate mastery of areas under their direction; completes assigned projects in a timely manner with little or no direction; work wells with employees in all operating units as well as with other city, state and federal officials; demonstrates sustained, strong public relations and consumer service skills. Requires a comprehensive understanding of available grants and funding opportunities for City projects.</li> <li>• Must be skilled in meeting facilitation, task management, and prioritizing work; skilled in analytics, negotiations and problem-solving; highly skilled in written, oral and presentation communications; strong conceptual and analytical skills; skill in the use of standard office equipment and all work-related software applications.</li> <li>• Must possess and maintain a valid driver's license.</li> </ul> |
| <b>Pay &amp; Hours Per Week</b><br><br>Mgmt. Grade: S15<br>Min. Salary: \$59.44 hourly<br>Max. Salary: \$84.67 hourly<br><br><b>FULL BENEFIT PACKAGE OFFERED</b><br><br>Hours per week: 40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p style="text-align: center;"><b>Submit cover letter, resume and completed application to:</b></p> <p style="text-align: center;"><b>Nicole Paulino, Director of Human Resources</b><br/> <b>City Hall – 43 Broadway</b><br/> <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>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 DEPARTMENT 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;"><b><a href="http://www.cityofnewport.com/jobs">www.cityofnewport.com/jobs</a></b></p> <p style="text-align: center;"><b>Tel: (401) 845-5444</b><br/> <b>Fax (401) 845-9364</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |