



City of Woonsocket, Rhode Island

DEPARTMENT OF PLANNING & DEVELOPMENT

Job Description

CITY PLANNER

Woonsocket is a city that upholds forward thinking principles for both employees and residents. The City of Woonsocket embraces and encourages an innovative, empowering, and collaborative workplace culture in a fast-paced, challenging environment. The City also offers a generous benefits package.

Characteristics of the Class: The City Planner position is a Non-union Classified position. The City Planner works closely with the Director of Planning & Development in the development of planning studies and action programs to help solve of the City's problems. The City Planner also serves as the staff of the Planning Board and the Design Review Commission and is responsible for supervising the Planning Division within the Department of Planning & Development. The individual is responsible for work involving the application of professional planning knowledge and skills as they pertain to municipal planning issues.

Statement of Duties: The City Planner is responsible for long-range planning for the community; professional and technical work in planning, including community planning, urban design, land use planning, housing, economic development, subdivision/land development plan review. Employee participates in supporting various boards and commissions; coordinating projects with other city departments providing technical assistance to elected and appointed individuals; development of new planning procedures; preparing written project analysis; and interfacing with state and regional agencies.

Essential Functions:

- Assists with day-to-day operations of the Planning & Development Department.
- Serves as Administrative Officer of the Woonsocket Planning Board, Design Review Commission, and River Corridor Review Commission.
 - Assists applicants in navigating the subdivision/land development and design/river corridor review process.
 - Reviews subdivision/land development applications and design/river corridor review applications for completeness and regulatory compliance with the City's subdivision regulations and zoning ordinance.

- Coordinates staff reviews of applications and provides staff comments to applicants.
- Compiles and prepares application materials for Planning Board in advance of Planning Board meetings including staff reports and draft Findings of Fact & Decisions.
- Assist Planning Board with research and preparation of Comprehensive Plan & Zoning Amendments, Capital Improvement Plans, Annual Reports, etc.
- Manages the City's Brownfields Program.
 - Identifies State and Federal funding opportunities, including grants, and secures funding to advance properties through the environmental assessment, remediation, and redevelopment process.
 - Procures and manages environmental consultants to manage grant funded projects. Complies with funding requirements including record keeping, reporting, and closeout requirements.
- Works with existing consultant to manage update to City's Comprehensive Plan on behalf of the Planning Board.
- Identifies and secures funding, including grants, for planning, design, and construction projects that help the administration achieve its overarching goals, and procures and manages consultants to implement said projects. Complies with funding requirements including record keeping, reporting, and closeout requirements.
- Coordinates with staff from the Planning Department and other departments to advance projects.
- Performs research and analysis, drafts reports and memos, and makes recommendations to the Director of Planning, the Mayor, the Planning Board and other public bodies on topics including land use and zoning, demographic and socioeconomic trends, economic development, hazard mitigation, infrastructure and services, transportation, and housing, among others.
- Provides staff reports, recommendations, and updates to other public bodies including the Zoning Board and City Council, as required.
- Manages public engagement relating to Planning Division initiatives.
- Assists the public regarding application procedures, State and local codes and regulations, and other information relevant to the Planning Division.
- Attends evening meetings, including but not limited to, monthly Planning Board meetings, as required.
- Performs other duties and special projects as directed by the Director of Planning.

Minimum Qualifications: Bachelor's Degree and three (3) years' experience in planning or related field; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Knowledge, Abilities and Skill:

- Knowledge of Woonsocket as a community, including its neighborhoods, business concerns, community-based organizations, and demographic and socioeconomic conditions.

- Considerable knowledge of urban planning and design principals and practices.
- Considerable knowledge of comprehensive plans and the comprehensive planning process.
- Experience with municipal operations, including preparing bids/RFPs, procurement procedures, and local governance.
- Intermediate-level skill in Microsoft Word, Excel, PowerPoint, and Adobe Acrobat Pro.
- Intermediate-level skill in ArcGIS mapping software.
- Experience with planning and design software such as Revit, Sketch Up, and Adobe Creative Cloud permitting the creation of in-house renderings preferred by not required.
- Attention to detail and meticulous file management (paper and electronic).
- Strong interpersonal skills and ability to work and communicate effectively with varied audiences including the public, City staff, supervisors and public bodies, developers and businessowners, and consultants.
- Bilingual or multilingual ability preferred but not required.

Work Environment: The work environment involves typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally pleasant. Employee will be required to work beyond normal business hours (when needed) in response to attend evening meetings or complete work assignments. When in the field or attending meetings, the environment can be at construction sites and outdoors.

Physical and Mental Requirements: *The physical demands 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 position's essential functions.*

Physical Skills: Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. Work requires some agility such as moving in or about construction sites or over rough terrain. There may also be some occasional lifting of objects such as office equipment or photocopy paper (up to 30lbs.). When in the field, more physical skill may be required to accomplish the duties required.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

Visual Skills: Visual demands require constantly reading documents for general understanding and analytical purposes.