



City of Central Falls Job Posting

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| LOCATION: | City of Central Falls 1280 High Street Central Falls, RI 02863 |
| POSITION TITLE: | Principal Deputy Director |
| DEPARTMENT: | Department of Planning and Economic Development |
| SALARY: | \$75,000 per year (plus benefits package) |
| POSITION TYPE: | Full-time |

POSITION DESCRIPTION SUMMARY

Under general direction of the Director, the Principal Deputy Director performs technical planning, urban redevelopment/community development, and administrative work to assist the Director in carrying out the work of the Department in all its phases, with an emphasis on responsibilities that pertain to land use, zoning, housing, and urban development. The Principal Deputy Director will fill in for the Director as needed, representing the Department in internal and external meetings as well as taking responsibility for the day-to-day operations of the Department. The Principal Deputy will have responsibility for managing specific projects and programs and will be given latitude in the exercise of independent judgment in making decisions. The Principal Deputy will staff the Planning and Zoning Boards, will assist the Director in staffing the Redevelopment Agency Board, will assist with the preparation and review of contracts, and will serve as the Planning Department's liaison with the Law Department to ensure coordination of work across the two departments.

DUTIES AND RESPONSIBILITIES

- Staffs the Planning and Zoning Boards; Supports the Director in reviewing applications for plan review and zoning relief and facilitates the progression of applications through all stages of review in accordance with procedures and timelines mandated by State law; Prepares initial drafts of staff reports and recommendations for presentation to Boards; Coordinates with legal counsel to ensure that Board decisions are prepared and recorded.

- Assists Director in staffing the Redevelopment Agency Board; Coordinates with legal counsel in the preparation of Board Resolutions and other legal documents.
- Represents the Department in Nuisance Property Task Force meetings
- Ensure that documents prepared by the Department and procedures carried out by the Department are in compliance with legal requirements and grant agreements; Prepare and review requests for proposals, contracts, grant agreements, and other legal documents; Serve as the Planning Department's liaison with the Law Department to ensure coordination of work across the two departments; Coordinate with the City's Purchasing Agent to ensure that procurement procedures are followed for contracts and purchases.
- Under the general direction of the Director, and with support from other staff, develops, manages, administers, and coordinates community development grants activities for the City of Central Falls. Responsible for the Community Development Block Grant (CDBG) program development and administration and other related grant-writing and administration activities.
- Undertakes planning projects from inception through completion; Takes a senior management role in the organization and development of the planning and urban development program; Coordinates department activities with special emphasis on land use, zoning, and development; Compiles and interprets physical, social, and economic data in the analysis of planning and urban redevelopment problems and in the design of the solutions to these problems.
- Performs a significant role in updating the City's Comprehensive Plan.
- Ensures municipal planning and community development operations and records are maintained in an effective, up-to-date, and accurate manner.
- Coordinates with consultants, contractors, City staff and community partners in the completion of projects.
- Compiles and interprets physical, social, and economic data and mapping used in the analysis of planning and urban redevelopment problems and in the design of solutions to these problems.
- Prepares written and graphic reports.
- Prepares and delivers presentations to City boards, technical and neighborhood groups on planning and redevelopment matters.
- Aids the Department in presentations to various federal, state, and local public and private agencies.
- Assist Director in preparing the Department's budget.
- Work elements include writing, research, public speaking, managing projects, and convening and running meetings.
- Represents the Department at conferences and work-related meetings as required.
- 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 strong interest in urban environments, diverse communities, and improving the quality of life for residents by improving the quality of the built environment and the effectiveness of municipal operations, as demonstrated through work experience, academic studies, and/or volunteer activities.
- Graduate degree in planning, urban studies, architecture, public policy, public administration, or related or applicable field required.
- Professional experience in city planning, land use, community development, or related field, preferably in a municipal government setting, strongly preferred.
- Detailed and demonstrable knowledge of the principles, practices, and techniques involved in city planning, urban redevelopment, and community development including, but not limited to: operating public-facing programs; preparing and/or applying comprehensive plans, urban redevelopment programs, zoning ordinances and land development regulations; administering planning projects; assigning and supervising the work of staff or contractors; and giving presentations to groups on planning and urban redevelopment matters.
- Ability to perform complex research and analysis, compile comprehensive reports, and make recommendations for the practicable applications of findings.
- Ability to develop and implement organizational systems.
- Ability to develop and administer grant programs.
- Ability to communicate effectively and courteously; ability to establish and maintain effective working relationships with City officials and the general public.
- Spanish language fluency 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