



City of Central Falls Job Posting

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| LOCATION: | Central Falls City Hall 580 Broad Street, Central Falls Rhode Island 02863 |
| POSITION TITLE: | Planning Technician |
| DEPARTMENT: | Planning Department |
| SALARY: | \$49,946 per year Benefit Package |
| POSITION TYPE: | Full-time |

POSITION DESCRIPTION SUMMARY

Under general supervision of the Planning Director, the Planning Technician performs a range of technical, administrative, research, and financial tasks that are essential to the operation of the Planning Department. Duties include a portfolio of recurring tasks that the Planning Technician will have direct responsibility for managing and completing, as well as tasks assigned by senior staff as needed. As a member of small, dynamic team, the Planning Technician frequently works with other City departments, other municipalities, State agencies, funders, developers, residents, Board members, and others to support the work of the Department. The position is well-suited for an individual with ambitions to have a long-term career in urban planning, community development, public administration, or similar career.

DUTIES AND RESPONSIBILITIES

- Administer all records required for each step in the process of submitting applications to the Planning Board and Zoning Board, from intake to review by the Boards; support the Principal Deputy in ensuring that applications are complete and that each step is followed in accordance with State-mandated procedures and timelines; maintain complete and accurate records.
- Administer the logistics for meetings of the Planning, Zoning, and Redevelopment Agency Boards; prepare initial drafts of agendas and notices; post and distribute agendas, notices,

and application materials; contact Board members to confirm that requirements for a quorum will be met.

- Maintain the Department's financial records to ensure accurate and timely accounting of the annual budget, grant awards, and project budgets; process invoices and manage the workflow (review and approval by senior staff, submission of purchase requisitions to the Finance Department) to ensure timely payment; prepare drafts of requests for reimbursement from funders and coordinate with senior staff to submit requests; coordinate with Director, Deputy Directors, and Finance Department to ensure that financial records are up-to-date and readily accessible.
- Assist with funding applications, including supporting senior staff with preparation of work plans that include application requirements and timelines to ensure that applications are submitted in advance of deadlines; coordinate requests for letters of support; coordinate with the Mayor's Office and other departments as needed to obtain required signatures.
- Administer records of all grant activity carried out by the Department, including funding applications and awarded contracts, to support timely completion of grant-funded projects and accomplishment of each project's goals; prepare and maintain schedules of grant reporting and project closeout requirements; assist with preparation of progress reports.
- Perform administrative aspects of the Department's Community Development Block Grant (CDBG) activities, including assisting with funding applications, maintaining records for funded projects, and assisting senior staff with management of funded projects; serve as Department's liaison with staff in the State CDBG Program office and community partners who receive CDBG funds.
- Administer the Department's web pages on the City's website; post and edit content as necessary to increase public awareness and transparency of the Department's work.
- Assist with research, including the collection and evaluation of data, to support grant applications, presentations, reports, and other documents.
- Prepare graphics, including maps, photos, tables, and graphs, to be included in grant applications, presentations, reports, and other documents.
- Other responsibilities as needed.

QUALIFICATIONS & EDUCATION 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 passion for urban environments and diverse communities.
- A combination of work experience, volunteer experience, education, and/or other life experience that demonstrates a strong interest for the type of work carried out by the Department; bachelor's degree in planning, urban studies, urban affairs, public administration or related field strongly preferred, but other background and experience can be substituted.
- Demonstrated ability to manage multiple responsibilities and perform well in a dynamic work environment.
- Demonstration of a high level of attention to detail as required to provide the administrative coordination and support necessary for the Planning Department to operate effectively and efficiently/

- Ability to communicate effectively and courteously; ability to establish and maintain effective working relationships with City officials, staff from other governmental and community-based organizations, and the general public.
- Experience with grant administration and/or other financial record keeping preferred.
- Proficiency with spreadsheets and working in a Microsoft Windows environment strongly preferred.
- Familiarity with maintaining web content, using mapping software, and demonstration of other technical skills will be viewed favorably.
- 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. Specific vision abilities required by this job include close vision. This position requires the ability to operate a keyboard at sufficient speed of at least 50 words per minute.

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