



TOWN OF WARREN

DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT

Job Description

The Director of Planning & Community Development reports directly to the Town Manager. Proactive and regular communication with the Town Manager, Planning Board Chairman, Planning Board Secretary and, as needed, the Town or Board's solicitor, is essential. The Director of Planning & Community Development interacts on a regular basis with other Departments and staff, members of the Town Council, the professional community and the public. Responsiveness and courtesy in all such interactions is critically important, both to individual job performance and to the success of town government in providing public services.

Duties will include:

- maintaining and facilitating implementation of, and compliance with, the Town's Comprehensive Community Plan;
- bringing innovative and creative options to the table in the realm of community development, infrastructure planning and resilience;
- evaluating subdivision applications for conformance with the Town's Land Development and Subdivision Regulations;
- examining and processing other monthly applications and referrals submitted to the Warren Planning Board;
- conducting site visits, documenting meetings and observations and conferring with applicants and consultants as needed;
- attending monthly meetings of the Planning Board;
- attending monthly meetings of the Town Council;
- attending meetings of the Economic Development Board, Voluntary Historic District Committee, Affordable Housing Trust Fund Committee, Arts and Cultural Committee and other boards as needed;

- assisting the Town's Administrative Officer for the Planning Board in the processing of applications or serving as the Administrative Officer if so appointed by the Town Council;
- working cooperatively with the staff in pursuing, in a timely manner, financial and technical assistance as needed and available from other government entities or institutions, preparing applications and managing grants that are received, including Community Development Block Grants;
- supervising staff and/or interns in the Planning Department;
- coordinating proactively with the Town Manager, Department Heads, other Town staff, local organizations, State and Federal agencies as needed or directed;
- preparing monthly and annual reports; and
- making presentations as directed or invited by the Town Council, Town Manager, and community organizations.

Minimum and Preferred Qualifications:

- Bachelor's degree from a four (4) year Accredited College required; advanced degree in Planning or related field preferred;
- Eight (8) or more years' experience in a Planning Department, preferably Municipal Planning;
- At least two (2) years' experience managing major projects involving oversight and coordination of/with multiple parties (as described above); experience as department head or program director preferred.
- Membership in good standing with the American Planning Association and Certification through the American Institute of Certified Planners (AICP) preferred (Applicants who are not AICP members must be familiar with and comply with the tenets of the AICP Code of Ethics.);
- Demonstrated knowledge, and experience with application, of zoning ordinances, related ordinances, subdivision regulations, historic preservation guidelines and other land use and community development regulations;
- Demonstrated knowledge of the requirements of the Open Meetings Act and State of Rhode Island Public Records Act;
- Certification as a Floodplain Manager or demonstrated experience with flood zone management and regulations;
- Demonstrated grant management experience, including but not limited to government grants, including Community Development Block Grants;

- Demonstrated ability to read/review engineering plans and surveys, and to interpret statistical data;
- Excellent computer skills, including ability to effectively use GIS and other planning tools and applications; demonstrated ability to stay up to date; experience with internet-based technologies and applications, effective use of web sites, preferred;
- Excellent oral and written communication skills; demonstrated ability to prepare and present clearly written review letters and reports;
- Excellent interpersonal skills; demonstrated ability to work effectively with others, and to contribute to teamwork.

Other Job Requirements:

This is primarily an office-based job, with the need for site visits and off-site meetings. The employee must be able to sit or stand for prolonged periods of time. The ability to focus on detailed information and bring projects to resolution in timely fashion is essential. The employee must be comfortable speaking in public. Night meetings are required; therefore, the employee must be able to function at a professional level even after a regular workday and have access to reliable means of transportation to and from meetings at all hours of the day.

Terms of Employment:

Full-time, salaried twelve-month employment. Appointment by the Town Manager with Town Council ratification required. Salary as determined through the annual budget process with stipends for support roles in service of various boards and commissions.

Environmental and Physical Demands:

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 essential functions.

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.

- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

To Apply:

Submit resume, completed application form, cover letter and references by mail or email to:

Pauline Silva
Human Resources Director
Warren Town Hall
514 Main Street
Warren, RI 02885

Review of applications will begin on Monday, November!!, 2024