

Position: Planner

The City of Providence is now accepting applications for a Planner position within the Department of Planning and Development's Special Projects Division. Applications will be accepted until May 3, 2021.

In particular we are seeking planners or urban designers with interest in community engagement, urban design, graphic design, transportation planning, or landscape architecture. This is an exciting opportunity to participate in neighborhood planning, urban design, community engagement, and policy development for a wide variety of projects involving multi-modal transportation, affordable housing, environmental planning and sustainability, corridor and small area studies, and redevelopment planning.

For more information, including how to apply online, please visit <https://jobs.providenceri.gov/>.

The City of Providence formally invites historically underrepresented groups, such as women and minorities to apply for its open positions.

Salary

\$52,823.44 starting salary with annual step increases to \$59,305.99. 35 hours per week (8:30 AM-4:30 PM with one hour lunch; occasional evening or weekend meetings). Excellent benefits.

Job Summary

Under general supervision of the Deputy Director or designee, the Planner performs responsible administrative, technical planning, and urban redevelopment work of a complex and professional nature in assisting the Deputy Director for Planning and Principal Planners in the completion of planning projects; and related work as required. Work assignments are received from a superior and are usually general in nature. Work elements include writing, public speaking, and the use of various types of computer software and programs including word processing, spreadsheets, databases, presentation, mapping, and desktop publishing. Work is reviewed in its broader aspects for compliance with the standards and principles of community planning.

Duties & Responsibilities

1. Participates in the organization and development of the planning and urban redevelopment program.
2. Coordinates technical and administrative staff in the completion of assigned projects.
3. Assists in the compilation and interpretation of physical, social, and economic data used in the analysis of planning and urban redevelopment problems and in the design of the solutions to these problems.
4. Prepares written and graphic reports using computerized word processing, desktop publishing, presentation, mapping, spreadsheet, database software, and other software devices.
5. Prepares and delivers presentations to City boards, technical and neighborhood groups on planning and redevelopment matters.
6. Acts as technical advisor to other city staff on planning and urban redevelopment studies.
7. Assists in the evaluation of data affecting location and design of projects.
8. Represents the Department at conferences and work-related meetings as required.
9. Assists with grant management and project management.
10. Performs other related duties as required.

Minimum Qualifications

1. Master's degree in planning or related field such as architecture, landscape architecture, historic preservation, urban design, or urban studies with course work in planning; or a Bachelor's degree in planning or related field such as architecture, historic preservation, urban design, or urban studies with three (3) years' experience in planning.
2. Detailed and demonstrable knowledge of the principles, practices, and techniques involved in city planning including, but not limited to, preparing capital improvements, comprehensive plans, urban redevelopment programs, zoning ordinances and land development regulations; administering planning projects; assigning and supervising the work of technical staff; and giving presentations to technical groups on general planning and urban redevelopment matters.
3. Ability to perform complex technical research and analysis, compile comprehensive reports, work with computers and computer programs, and make recommendations for the practicable applications of findings.
4. Ability to communicate effectively and courteously.
5. Ability to establish and maintain effective working relationships with City officials and the general public.
6. Experience in Microsoft Word, Excel, PowerPoint, Outlook and Adobe Creative Suite, including Adobe InDesign, Illustrator and Photoshop. Experience or interest in web design, graphic design, and ARC GIS is desirable.
7. Must be able to perform all essential functions of the job.