



CITY OF NEWPORT, RHODE ISLAND

C A R E E R O P P O R T U N I T Y

Position Title:	ASSISTANT PLANNER
Posting Date:	Thursday, July 18, 2024
Closing Date:	Friday, August 2, 2024
Department:	Planning & Economic Development
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> • Assists the Zoning Officer in more advanced clerical duties relating to enforcement actions and subsequent follow up. • Prepares administrative applications and Notices of Hearings. • Prepares documents, agenda and attachments for the Historical District Commission (HDC) and Zoning Board of Review; attends meetings as requested; takes minutes of meetings and distributes post-meeting communications to HDC and Zoning Board members as required. • Assists in the creation, development and distribution of notices, flyers, brochures and other informational materials about the City's zoning and historic programs. • Assists with permit & zoning compliance with nuisance, streets, utilities, and land use code by tracking and reporting on reported code violations, and complaints. • Maintains a list of violation complaints and enforcement orders for the Zoning Officer and Preservation Planner. • Maintain property files for permitting, enforcement orders, and Historic District Commission (HDC) and Zoning Board of Review documents relating to zoning and HDC applications • Provides technical information and assistance to department personnel, the general public and members of the City's Boards and Commissions by answering questions and researching information; interprets data and explains requirements, regulations and procedures.
Minimum Entrance Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree in urban planning, architecture, public policy or related field with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience. • Knowledge of the principles and practices of urban planning and graphic presentation as applied to planning; considerable knowledge of economic, sociological and environmental aspects of planning. • Knowledge of grant research and administration. • Ability to work independently, be organized and direct the preparation of comprehensive research studies, analyze problems, prepare technical reports and formulate recommendations. • Ability to respond to requests and inquiries from the general public and to communicate effectively orally and in writing; ability to establish and maintain effective working relationships. • Exceptional skill in oral and written communications along with creative problem-solving skills to gather relevant information to solve practical problems, • Skill in the review of plans and the ability to apply provisions of the ordinances and codes to determine compliance. • Skill and familiarity working with various computer software programs and applications. • Must be able to attend evening meetings.
Licenses/Certifications:	<ul style="list-style-type: none"> • Valid Motor Vehicle Driver's License.

Pay and Hours Per Week

NEARI Grade: N03

Min. Salary: \$29.00/hour

Max. Salary: \$38.97/hour

Hours per week: 40

FULL BENEFITS OFFERED

Submit resume and/or completed application to:

Director of Human Resources
Human Resources Department
City Hall – 43 Broadway
Newport, Rhode Island 02840
HR@CityofNewport.com

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APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.

www.cityofnewport.com/jobs

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