



Office of Human Resources

Job Posting

POSITION: Principal Planner/GIS Manager
DEPARTMENT: Economic Development/Planning
GRADE CLASSIFICATION: 11A (*please refer to CBA for payscale*)
CLASSIFICATION: Full-Time/Classified / Middletown Municipal Employees Association/NEARI

POSITION SUMMARY:

The Principal Planner / GIS Manager is responsible for managing, organizing, coordinating and maintaining the Town of Middletown geographic information system (GIS), program and staff. This position also manages, prepares and administers planning related grant applications and serves as the Project Manager on various grant-funded and other related projects. The Principal Planner / GIS Manager assists the Director of Planning & Economic Development with administration and coordination of the overall Planning Department activities and the supervision of the Economic Development program and staff. This position provides technical advice and administrative support in land use planning and organizing, coordinates programs and decisions that shape both current land development and long-range plans of the community and is responsible for formulating and implementing programs that require a comprehensive knowledge of subdivision rules and regulations, zoning and land use regulations, and community and economic development principals and procedures. The Principal Planner / GIS Manager assumes the role of the Director of Planning & Economic Development in his/her absence. The Principal Planner/GIS Manager is responsible for providing general services and support throughout the Town as assigned. This position interfaces with the general public, taxpayers, customers, outside agencies, employees and others on a daily basis and requires a commitment to the highest quality of customer service.

Full Position Description and Employment Application are available at
<http://hr.middletownri.com/job-postings>

MMEA/NEARI Collective Bargaining Agreement is available at
<http://hr.middletownri.com/municipal-contracts>

HOW TO APPLY:

INSTRUCTIONS: Email Employment application **and** resume to cdursi@middletownri.com
Include **Principal Planner/GIS Manager** in the Subject Line of your email

APPLICATION PERIOD: **Application period ends on December 1st, 2016 at 4:00 p.m.** (Applications will not be accepted after this deadline)

If you need assistance with the application process, please contact the Office of Human Resources at (401) 846-5781 prior to the closing of the application period.

The Town of Middletown is an Equal Opportunity Employer

**TOWN OF MIDDLETOWN, RI
POSITION DESCRIPTION**

TITLE:	Principal Planner / GIS Manager
DEPARTMENT:	Planning
REPORTS TO:	Director of Planning & Economic Development
SUPERVISES:	N/A
JOB GRADE:	11A
JOB CLASSIFICATION:	Principal Planner – GIS Manager / Middletown Municipal Employees Association / NEARI

POSITION SUMMARY:

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I ESSENTIAL DUTIES AND RESPONSIBILITIES: *the essential functions/duties and/or responsibilities listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Implements and maintains the Town's geographic information system (GIS) including but not limited to management of all data collection, maintenance and dissemination in cooperation with various Town departments.
2. Administers, coordinates, and prepares grant applications relative to the primary planning functions and programs of the Town, including but not limited to the Town's annual Community Development Block Grant application.
3. Acts as project manager on various grant-funded and other projects, including, but not limited to, water quality projects, open space preservation, and recreation & parks development.
4. Provides technical assistance and information to citizens, landowners, developers, attorneys, engineers and other interested parties seeking interpretation, permits or approvals under the Town's various zoning ordinances or subdivision rules and regulations.
5. Assists with the review of subdivisions and development plans, and attends Planning Board meetings as needed.
6. Works with the Director, as needed, to include but not limited to, the analysis of data, performance of research, and development of policies in the areas of long-range and strategic planning, and community development.

I ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

7. Performs and reviews planning studies such as traffic and transportation, zoning, housing, environmental impact reports or other similar matters affecting the town. Reviews, evaluates and recommends courses of action regarding the impact of various board and committee action.
8. Develops short and long-range community development goals, objectives, policies, strategies and programs. Prepares reports and presentations explaining and supporting same.
9. Monitors local, state and national planning, land use and development trends, and interprets such trends for the Planning Board and other town agencies as applicable.
10. Attends meetings, training sessions and re-certification programs when necessary.
11. The Principal Planner-GIS Manager will be required to provide support for other departments as assigned.
12. Maintains a professional, friendly and safe working environment and performs other duties as may from time to time be assigned.
13. May act as the Director of Planning & Economic Development in his/her absence.
14. Performs similar or related work as required.

II NECESSARY KNOWLEDGE, SKILLS AND ABILITIES *The following generally describes the knowledge and ability required to enter the position and/or be learned within a short period of time in order to successfully perform the assigned duties:*

1. Requires knowledge of the principles and practices of planning, zoning, and related state and local land use legislation, procedures, codes and standards.
2. Requires knowledge of the principals and techniques of community development and growth management.
3. Must possess the knowledge of the principles and applications of Geographic Information Systems (GIS).
4. Must be proficient in the use of ESRI Arc GIS applications.
5. Must have the ability to establish and maintain effective working relationships with co-workers, boards, corporations and committee members, public and private sector officials, and the general public.
6. Must be able to conduct independent research and to analyze and interpret results.
7. Must be able to communicate effectively both orally and in writing.
8. Must possess the ability to maintain accurate and detailed records.
9. Must be able to attend evening and weekend meetings as required.
10. Must possess computer skills including the use of word processing, spreadsheet, graphics, database development and management applications.

III MINIMUM REQUIREMENTS:

1. Position requires a Master's degree in community planning or related field, or a Bachelor's degree with a minimum of three years of recent experience in urban or regional planning or a related field.
2. GIS Professional Certification is preferred.
3. Must possess the necessary knowledge, skills and abilities listed above.
4. Must possess a valid motor vehicle operator's license.
5. Must successfully pass a background investigation.

IV 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.*

1. **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evening and weekends and may be required to travel outside Town boundaries to attend meetings.
2. **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting, to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate and exchange information.
3. **Vision:** See in the normal vision range with or without correction.
4. **Hearing:** Hear in the normal audio range with or without correction.

V EQUIPMENT USED: *Equipment used includes but is not limited to the following:*

1. Personal computer and peripheral devices, calculator, copy machine, digital camera, telephone, telephone headset, folder, postage machine and fax machine.

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