

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 1428

NO: 486 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1,
"ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY
OF PROVIDENCE", APPROVED AUGUST 7, 1953.

Approved: September 21, 1961

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. The Classification Plan as incorporated
and adopted in Section 1 of the Ordinance Chapter 760, entitled:
"An Ordinance Establishing a Classification Plan for the City of
Providence", as amended, is hereby further amended in the follow-
ing respects:

DELETE: Tabulating Equipment Supervisor (196)
Assistant Tabulating Equipment
Supervisor (197)
Golf Course Superintendent (700)
Planner IV (541)
Planner III (543)
Planner II (542)

ADD: Data Processing Coordinator (196)
Tabulating Machine Supervisor (197)
Electronic Data Processing Programmer (190)
Assistant Administrator of Relocation (770)
Intergroup Specialist (771)
Case Work Supervisor (772)
Assistant Superintendent of Parks (701)
Principal Planner (761)
Senior Planner (762)
Associate Planner (763)
Assistant Planner (764)
Planning Aide (765)
Assistant Research Officer
(Redevelopment Agency) (719)
Special Administrative Assistant
(Redevelopment Agency) (138)

REVISED: Deputy Planning Director (733)

SECTION 2. This Ordinance shall take effect and
become operative as of October 1, 1961.

**IN CITY
COUNCIL**

AUG 10 1961

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE

Devereux Mahan
CLERK

MAYOR

SEP 21 1961

APPROVED

CLERK

Edward P. Auger
PRESIDENT
Devereux Mahan
CLERK

FINAL READING
READ AND PASSED

SEP 21 1961

**IN CITY
COUNCIL**

CLERK

Devereux Mahan
READ AND PASSED

FIRST READING

SEP 7 - 1961

**IN CITY
COUNCIL**

DATA PROCESSING CO-ORDINATOR

CLASS TITLE: Data Processing Co-ordinator

CLASS DEFINITION: Maintains overall supervision of all data processing activity in the City, responsible only to the City Controller. Supervises staff of data processing unit. This includes both punch-card tabulating machines and electronic data processing machines.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for planning and implementing all new programs of mechanization deemed essential in connection with a data processing electronic unit.

ILLUSTRATIVE EXAMPLES OF WORK: To define in writing for the Electronic Data Processing Programmer problems involved in conversion from punched card tabulating machines to electronic data processing machines. He reviews all programs when written, and makes any necessary changes and tests the program in actual run. Makes monthly progress reports to the City Controller and the Finance Director.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS: A thorough background in punch-card tabulating machines. Experience in supervision (and job responsibility) of machine operators and general clerks. Either prior experience in programming or the satisfactory completion of a course in programming electronic data processing machines is essential.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduate from a standard high school supplemented with knowledge of data processing wiring diagrams, form design, and electronic computer concepts; ability to analyze data processing problems and devise effective solutions, ability to interpret flow charts and diagrams, ability to present written and oral instructions in a clear and concise manner; ability to deal effectively with others.

TABULATING MACHINE SUPERVISOR

CLASS TITLE: Tabulating Machine Supervisor

CLASS DEFINITION: The supervision of a punch-card tabulating machine unit engaged in compiling and printing financial and statistical data; and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for planning, assigning, supervising and participating in the work of the tabulating machine unit. Receives general instructions from a Data Processing Co-Ordinator concerning the objectives of the work. Duties are outlined and reviewed for accomplishment.

ILLUSTRATIVE EXAMPLES OF WORK: Assists in working out methods for the solution of accounting and statistical problems with the use of tabulating machines and assists in designing various cards and forms. Devises punch card codes and wires tabulating punch boards for accounting statistical purposes in accordance with established procedures. Operates tabulating and related equipment in the preparation of accounting statements, records and reports. Supervises the maintenance of punch card files and assists in the responsibility for the flow of work, production and general conduct of the tabulating unit.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS: Considerable knowledge of the operation, adjustment and care of tabulating equipment. Considerable knowledge of the application of all types of tabulating equipment to accounting and statistical problems. Some knowledge of office procedures, methods and equipment. Some knowledge of the program and operation of the municipal finance department. Ability to plan, assign and supervise the work of tabulating equipment and key punch operators. Skill in laying out wiring diagrams, wiring machines for difficult jobs and operating tabulating equipment. Ability to design punch card layouts and develop forms and procedures.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school or vocational school, supplemented by training in the operation of standard punch card tabulating equipment, as well as courses in general commercial subjects. Considerable experience in the operation of tabulating equipment, preferably including

supervisory experience in connection with tabulating and punch-card or clerical operations.

USUAL LINE OF PROMOTION: From: Tabulating Equipment Operator

10/61

ELECTRONIC DATA PROCESSING PROGRAMMER

CLASS TITLE: Electronic Data Processing Programmer

CLASS DEFINITION: Translates all detailed block diagrams produced by the D P Co-ordinator into programs for use in electronic data processing machines. Is responsible only to the D P Co-ordinator.

DISTINGUISHING FEATURES OF WORK: Work involves the detail programming of prepared detailed block diagrams into machine readable form. Is responsible for writing a program to perform the job in the most efficient manner. He maintains constant communication with the D P Co-ordinator from the beginning of a programming effort through the testing and final implementation stages. When not actually engaged in programming, he is available to assist the D P Co-ordinator or the machine supervisor at the direction of the D P Co-ordinator.

ILLUSTRATIVE EXAMPLES OF WORK: Writes programs for all jobs detailed for him by the D P Co-ordinator. When programs have been completed, they will be submitted to the D P Co-ordinator for verification. Once verified, the programs will be tested by the E D P Programmer in tests or actual runs. Constant review and a continuing effort to improve programs will be the responsibility of the E D P Programmer.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS: A thorough knowledge of jobs to be programmed and an understanding of the detailed block diagrams. Intimate machine knowledge and a satisfactory grade in a programmers course are essential. Ability to analyze and interpret complex programs is desirable.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduate from a standard high school supplemented with experience in the operation of standard punched card tabulating equipment. Either prior experience in programming or the satisfactory completion of a course in programming electronic data processing machines.

ASSISTANT ADMINISTRATOR
OF RELOCATION

CLASS TITLE: Assistant Administrator of Relocation

CLASS DEFINITION: Responsible and detailed work assisting the Administrator in carrying out the policies and procedures involved in Urban Renewal and Total Displacement Program and related work as required.

DISTINGUISHING FEATURES OF WORK: Under the direct supervision of the Administrator, the assistant is responsible for developing special phases of activities related to the Total Displacement Program. The assignments, while general in nature, will require experience and training in the specialized field of housing and human interest. All judgments must be in conformity with the rules and regulations as set forth in the various standards and policies of the program.

ILLUSTRATIVE EXAMPLES OF WORK: Participates in the planning and development of the Relocation Program and projects. Supervise the various responsibilities entailed in the survey and planning for the Relocation Program. Be responsible for the direct supervision of the staff of housing inspectors during the conduct of surveys and inspections. Represents the Administrator at various conferences and meetings whenever the occasion arises.

DISTINGUISHING KNOWLEDGES, SKILLS AND ABILITIES: Detailed knowledge of the components and techniques of Relocation as it affects the total program. A thorough knowledge of the technical aspects of survey and inspections as related to the community and grade of house structures. Ability to meet with community groups and the general public in carrying out matters related to the Relocation Program. General knowledge and experience affording good working relationships with departmental heads and the public in general.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a qualified college or university with at least five years experience in the field of Relocation and Redevelopment. Thorough knowledge of the workings within the housing inspection field with additional knowledge of the procedures used in submitting reports to meet federal requirements. Administrative training or experience in the field is necessary.

INTERGROUP SPECIALIST

CLASS TITLE: INTERGROUP SPECIALIST

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Division Head in developing and coordinating all phases of intergroup activities as related to the Urban Renewal and capital improvement program. To promote better understanding in the community of the complex problems involved in relocation.

DISTINGUISHING FEATURES OF WORK: Under the supervision of the Division Head is responsible for the development of a sound, well-rounded program to meet various requirements. Promote better understanding of the aims and objectives of the program. Work assignments will be general in nature. Flexibility must be employed in accomplishing these goals. Ability to exercise good judgment in working relationship with city department heads, civic, religious groups, and the general public.

ILLUSTRATIVE EXAMPLES OF WORK: Participate in various discussion seminars and conferences pertaining to intergroup relations. Assume responsibility as liaison between Urban Renewal Program and non-white groups in the community. Advise the Division Head or the Executive Director of the Redevelopment Agency in matters pertaining to methods and procedures involving the Relocation Program.

DESIRABLE KNOWLEDGES, SKILLS, AND ABILITIES: Must have a good working knowledge of the Urban Renewal and Capital Movement Programs involved in relocation. Ability to organize various civic and community groups toward a better understanding of the program. Should be able to compile comprehensive data necessary to establish ways and means of activity in meeting the various problems within the program.

QUALIFICATIONS REQUIRED: Must be a graduate from a recognized college or university with courses in sociology or political science or equivalent. Extensive experience in working with community groups with particular knowledge in meeting varied and complex social achievements.

CASE WORK SUPERVISOR**CLASS TITLE: CASE WORK SUPERVISOR****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: Supervision of a professional staff of social case workers and clerical assistants engaged in the performance of case work practices.

SUPERVISION RECEIVED: Works under the general supervision of the Division Head and Assistant Division Head from whom general and specific assignments and instructions are received. Regularly scheduled meetings and conferences shall be conducted to be in conformity with established policies and procedures with reference to assignments and instructions.

SUPERVISION EXERCISED: Assigns and directs the work of a professional staff of social case workers and clerical assistants. Work is reviewed for conformity with established principles, policies and procedures. It is the responsibility of the supervisor to prepare monthly reports and statistical data concerning the program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED. To be responsible for the supervision of a professional staff of social case workers and clerical assistants engaged in the performance of the program. To conduct a staff program within the scope of case work activities. Promote increased knowledge and skills in carrying out the social aspect of the program. Conduct case reviews and reading of case records for the purpose of determinating the proper course of action as related to any individual within our responsibility. To study the social and economic needs within the area and to disseminate this information to the proper groups and agency. To be responsible for the interpretation of the service to the community and to advise personnel in public and private agencies engaged in social work activities within the community. To participate in meetings and conferences of case work and supervision to discuss common problems and objectives. To do related work as may be required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of social case work principles, practices, and techniques. A thorough knowledge of individual emotional and behavior patterns as well as social and economic factors play an important part within the area under the jurisdiction of the site office.

CASE WORK SUPERVISOR (Cont'd)

SPECIAL KNOWLEDGES OF THE STANDARD OF PROCEDURES WITH ITS RULES AND REGULATIONS PERTAINING TO THE PROGRAM: Ability to organize, plan and assign the work as need arises. The ability to instruct and train employees in the organization of professional case work practices and principles. Establish and maintain effective working relations with all people seeking the service.

EDUCATION AND EXPERIENCE:

EDUCATION: A degree from an accredited college or university.

EXPERIENCE: Such as may have been gained through employment as a full-time social case worker involving responsibility for the application of accepted social case work, principles, practices and techniques in a public social case work agency.

Oct 1961

ASSISTANT SUPERINTENDENT OF PARKS

CLASS TITLE: Assistant Superintendent of Parks

CLASS DEFINITION: Supervises the maintenance and use of the Public Golf Course; and designated areas such as: Neutaconkanut Hill, Wanskuck Park and Esek Hopkins House, (Designated areas subject to change) and related work as required and responsible supervision of a group or groups of semi-skilled and unskilled laborers and equipment operators performing various types of construction and grounds maintenance in the City's Park System.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for supervising and participating in the maintenance of a Public Golf Course and designated areas, and for supervising and regulating the use of the course. Receives general instructions as to the routine maintenance of the golf course and specific instructions as to departmental policies and regulations governing the use of the course and designated parks. Supervision is exercised over all clerical employees and laborers at the Public Golf Course. Detailed instructions are received from the Superintendent of Parks on special assignments except in the Superintendent's absence, Assistant Superintendent will then assume necessary responsibility. On normal operation activities opportunity exists for the making of decisions during work progress.

ILLUSTRATIVE EXAMPLES OF WORK: Plans and supervises the work of laborers engaged in the maintenance of putting greens, fairways, bunkers and hazards and caring for trees, flowers and shrubbery on and around the course and designated areas. All planting is done under the direct supervision of the Superintendent of Parks. Prepares all top dressing formulae for greens and fairways and supervises others in their use. Takes necessary steps to control insect pests and grass diseases. Operates and maintains golf course machinery and equipment. Supervises the use of the course and designated areas by the public to the extent of enforcing departmental rules and regulations and supervises the work of clerical employees engaged in collecting fees and maintaining records. Supervises the pro shop to ascertain that the public is satisfied with services.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the operation and maintenance of a golf course. Knowledge of the methods of maintaining putting greens, bunkers and fairways, and ability to remodel the course. Knowledge of the types of grass commonly used on golf course greens and ability to control insect pests and diseases common to such grasses.

(Over)

Ability to supervise the operation and the making of minor repairs to golf course machinery and equipment. Considerable knowledge, which must have been gained on the job. Working knowledge of materials, methods and techniques used in Park maintenance. Some knowledge of horticulture and forestry. Ability to plan, assign and supervise large maintenance activities. Ability to express oneself clearly and concisely orally and in writing. Ability to establish and maintain effective working relationships with employees and the public. Skill in use and care of the tools, machines, and equipment used in parks maintenance.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Completion of twelve school grades (Graduate of High School). Considerable practical experience as labor foreman and in the care and maintenance of golf course greens or extensive lawn experience as a gardener.

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PRINCIPAL PLANNER

CLASS TITLE: Principal Planner

CLASS DEFINITION: Responsible administrative and technical planning and urban renewal work of professional nature in assisting the Deputy Director in the conduct of the departmental program in all its phases, and related work as required.

DISTINGUISHING FEATURES OF WORK: Under supervision of the Director and the Deputy Director the Principal Planner is charged with responsibility for administering the policies of the Department; for assigning and reviewing work within the scope of his responsibility; and for planning the various staff activities of the Department. Acts for the Deputy Director during his absence. Work assignments are received from a superior and are usually general in nature and afford a wide latitude for the exercise of independent judgment in planning work details and making work assignments. Work is reviewed in its broader aspects for compliance with the standards and policies of the Department.

ILLUSTRATIVE EXAMPLES OF WORK: Under the general supervision of the Deputy Director supervises and participates in the organization and development of the planning and urban renewal program. Executes administrative or technical tasks of a complex nature. Makes work assignments and supervises a division of the technical staff in the compilation and interpretation of physical, social and economic data used in the analysis of planning and urban renewal problems and in the design of the solution to these problems. Acts as technical advisor to the staff on all planning and urban renewal studies; coordinates the various phases of staff activities, with special emphasis on urban design or on research and analysis. Assists in the evaluation of data affecting location and design of projects. When required, represents the Deputy Director at conferences to discuss and explain departmental activities.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Detailed knowledge of the elements and techniques involved in city planning, involving capital improvements and urban renewal programs, and general administrative ability to plan, assign and supervise the work of a technical staff and to effect and transmit conclusions; and to meet and confer with technical groups on general planning and urban renewal matters. Knowledge of regular procedures in drafting and ability to do complex technical research and analysis, compile comprehensive reports and make recommendations for the practicable application of findings. Ability to establish and maintain effective working relationships with city officials and the public.

(cont'd)

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with degree in city planning, or degree in related field with graduate degree in city planning, supplemented by extensive experience in a responsible position in the field of city planning, or 8 years of professional experience of an eminently satisfactory nature in a planning office, at least one year of which had been in an administrative capacity, demonstrating that the applicant has the ability to perform completely the duties of this position. The required amount of education or experience will not in itself be accepted as proof of qualification for a position.

USUAL LINE OF PROMOTION: From: Senior Planner.

SENIOR PLANNER

CLASS TITLE: Senior Planner

CLASS DEFINITION: Administrative and technical work of a professional nature in assisting in supervising the conduct of city planning and urban renewal programs in all their various phases.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for administering the policies of a superior, for assigning and reviewing work as technical advisor on problems within the scope of his responsibility and for planning and coordinating the various activities of the city planning and urban renewal programs. Work assignments are received from a superior and are usually general in nature and afford latitude for the exercise of independent judgment in planning work details and making work assignments. Work is reviewed in its broader aspects for compliance with the standards and policies of the agency.

ILLUSTRATIVE EXAMPLES OF WORK: Supervises and participates in the planning of studies and analysis of data in the development of plans, of renewal areas and projects or city planning. Makes work assignments and supervises a technical staff in the compilation or graphic presentation of physical, social and economic data used in the analysis of redevelopment or planning problems. Assists in the development of project plans. Assists in the analysis and interpretations of the data affecting the location and design of detailed projects. Compiles comprehensive reports. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Extensive knowledge of the principles and practices of research, architecture or civil engineering, or economics and sociology, with special reference to city planning. Ability to plan, assign and supervise the work of a technical staff engaged in planning and urban renewal activities. Ability to do complex technical research and analysis, compile comprehensive reports and make recommendations for the practicable application of findings. Ability to establish and maintain effective working relationships with city officials and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with degree in city planning, or degree in related field with graduate work in city planning, supplemented by some experience in a responsible position in city planning; or 6 years of professional experience of an eminently satisfactory nature in a planning office, demonstrating that the applicant has the ability to perform completely the duties of this position. The required amount of education or experience will not in itself be accepted as proof of qualification for a position.

USUAL PROMOTION: FROM: Assoc. Planner TO: Principle Plan'r 10/61

ASSOCIATE PLANNER

CLASS TITLE: Associate Planner

CLASS DEFINITION: Professional planning work assisting in the technical work of the city planning and urban renewal.

DISTINGUISHING FEATURES OF WORK: Work involves the development and execution of work programs under general supervision allowing latitude for independent judgment and action. Conducts studies as required by work program of department.

ILLUSTRATIVE EXAMPLES OF WORK: Participates in technical studies and analysis in such problem areas as population, schools and recreation, the housing market, financing urban renewal projects, analysis of municipal costs as relating to planning and urban renewal. Conducts training of subordinate personnel in the techniques used in assembling, presenting and analyzing factual data and in the development of recommendations for planning and urban renewal.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Considerable knowledge of the principles and practices of city planning, architecture, civil engineering, design or considerable knowledge of economics and sociology. Ability to plan procedures for complex statistical problems and to present statistical information. Ability to plan, assign and supervise the work of others. Knowledge of legal procedure in drafting and obtaining passage of statutes and ordinances.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major course work in city planning or related field, or 4 years of professional experience of an eminently satisfactory nature in a planning office, demonstrating that the applicant has the ability to perform completely the duties of this position. The required amount of education or experience will not in itself be accepted as proof of qualification for a position.

USUAL LINE OF PROMOTION: FROM: Assistant Planner

TO: Senior Planner

10/61

ASSISTANT PLANNER

CLASS TITLE: Assistant Planner

CLASS DEFINITION: City planning work at the professional level performed in connection with city planning and urban renewal.

DISTINGUISHING FEATURES OF WORK: Work involves the application of technical knowledges and skills to all phases of planning. Duties are performed under the general direction of a superior who reviews work for accomplishment and compliance with program requirements.

ILLUSTRATIVE EXAMPLES OF WORK: Makes field studies, compiles and analyzes statistical data necessary to study the population, its composition, growths and trends, the economic base and social characteristics of areas. Collects data for the preparation of all phases of city planning and urban renewal, including land use, property valuation, structural condition, zoning, streets and highways, housing recreation and education. Prepares study sketches and maps of project areas; prepares line drawings, charts, graphs, designs and layouts to scale. Prepares simple perspective drawings, and participates in meetings and conferences when required. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Considerable knowledge of the principles and practices of city planning, architecture, civil engineering or design. Considerable knowledge of the geography of the city. Knowledge of the principles and practices of drafting. Ability to prepare maps, line drawings of graphs, charts, site plans and other descriptive material.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Two years' experience of an eminently satisfactory nature in an active planning office, or graduation from a recognized college or university with major course work in city planning or related field.

USUAL LINE OF PROMOTION: FROM: Planning Aide
TO: Associate Planner

10/61

PLANNING AIDE

CLASS TITLE: Planning Aide

CLASS DEFINITION: Planning work at the basic level performed in connection with city planning and urban renewal programs.

DISTINGUISHING FEATURES OF WORK: Work involves the application of elementary professional engineering knowledges and skills to moderately difficult and limited phases of the city planning program. Duties are performed under the general direction of a supervisor who may give instructions and guidance while the work is in process, and who checks the work upon completion for adequacy and corrections. Some latitude is allowed for the exercise of independent judgment in planning work details.

ILLUSTRATIVE EXAMPLES OF WORK: Assists in the preparation and conduct of surveys for the purpose of collecting and compiling relevant data. Assists in the preparation of graphic and written presentations of solutions developed for planning problems. Assists in the preparation of base maps and line drawings of graphs, charts and other descriptive materials of reports and displays for public exhibition. Under close direction delineates designs and assists in the study and plans of several phases of city planning and urban renewal including e.g. land use and evaluation, building conditions, parks, streets and highways and housing.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of the fundamental principles and practices of city planning, landscape architecture, civil engineering, design or architecture. Ability to delineate designs and to prepare base maps, line drawings, graphs, charts and other descriptive material.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized high school or equivalency certificate as issued by University Extension Service. Considerable ability and some experience in mechanical drawing and drafting.

USUAL LINE OF PROMOTION: TO: Assistant Planner

10/61

ASSISTANT RESEARCH OFFICER
(Redevelopment Agency)

CLASS TITLE: Assistant Research Officer

CLASS DEFINITION: Designs research programs; compiles, interprets and presents material pertinent to urban renewal activities.

DISTINGUISHING FEATURES OF WORK: Assists in programming investigations necessary for the undertaking and execution of projects by initiating and preparing studies preliminary to and concurrent with scheduled projects. Serves in a liaison capacity between the Agency and those organizations which are themselves promoting studies related to staff activities at the direction of the Research Officer. Assists in the maintenance of the Agency's library. Represents the staff at symposia on topics of interest to the Agency. Assists the Research Officer on reports on the relationship between planning for a given project and comprehensive planning completed or underway by municipal, metropolitan and state planning units. Assists in the study and report on federal legislation relative to urban renewal.

NECESSARY KNOWLEDGE AND SKILLS: Knowledge in the fields of urban renewal and city planning. Competence in the organization, administration and execution of social, economic and technical studies. Ability to work with representatives of government, business, social work and education.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university in a field directly related to urban renewal.

**SPECIAL ADMINISTRATIVE ASSISTANT
(Redevelopment Agency)**

CLASS TITLE: Special Administrative Assistant (Redev. Agency)

CLASS DEFINITION: Serves to promote special programs for the renewal Agency or to expedite work on regular programs requiring particular assistance.

DISTINGUISHING FEATURES OF WORK: Provides administrative and technical assistance in the execution of project plans and programs and/or promotion in the general renewal process. Serves with the separate divisions of the Agency, other government departments and private organizations. Represents the Agency when serving with other departments of the government or with private organizations. Assists in the study, recording, and coordination of renewal operations. Assembles, analyzes and presents data and assists in the development of recommendations for planning and redevelopment. Work assignments may be general in nature and afford wide latitude for the exercise of independent judgment.

NECESSARY KNOWLEDGES AND SKILLS: Knowledge of the elements involved in urban renewal programming and the techniques required for the effectuation of urban renewal plans. Ability to meet and confer with technical groups citizen organizations and with the general public on planning and redevelopment matters.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university in a field directly related to urban renewal.

DEPUTY PLANNING DIRECTOR

CLASS TITLE: Deputy Planning Director

CLASS DEFINITION: Responsible administrative and technical planning and urban renewal work of professional nature in assisting the Director in the conduct of the planning and urban renewal program in all its phases, and related work as required.

DISTINGUISHING FEATURES OF WORK: Under supervision of the Director and the Deputy Planning Director is the Executive Officer of the City Plan Commission and is charged with responsibility for administering the policies of the Commission and the Director; for assigning and reviewing work as chief technical advisor on problems within the scope of his responsibility; and for planning and coordinating the various staff activities of the Department. Acts for the Director during his absence. Work assignments are received from a superior and are usually general in nature and afford a wide latitude for the exercise of independent judgment in planning work details and making work assignments. Work is reviewed in its broader aspects for compliance with the standards and policies of the Department.

ILLUSTRATIVE EXAMPLES OF WORK: Supervises and participates in the organization and development of the planning and urban renewal program. Executes administrative or technical tasks of a complex nature. Makes work assignments and supervises one or more divisions of a technical staff in the compilation and interpretation of physical, social and economic data used in the analysis of planning and urban renewal problems and in the design of a solution to these problems. Acts as chief technical advisor to the staff on all planning and urban renewal studies; coordinates the various phases of staff activities; assists the Director in the development of detailed project planning; and coordinates department activities with related activities of other city departments, other technical agencies or civic groups, endorsing public understanding of the department's activities. Assists in the evaluation of data affecting location and design of projects. When required, represents the Director at conferences to discuss and explain planning and urban renewal.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Detailed knowledge of the elements and techniques involved in planning and urban renewal, involving capital improvements, redevelopment and urban renewal programs, and general planning ability to plan, assign and supervise the work of a technical staff and effect and transmit conclusions; and to meet and confer with technical groups on general planning and urban renewal matters. Knowledge of regular procedures in drafting and ability to do complex techni-

DEPUTY PLANNING DIRECTOR

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: (Cont'd)

cal research and analysis, compile comprehensive reports and make recommendations for the practicable application of findings. Ability to establish and maintain effective working relationships with city officials and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with graduate degree in city planning, or related field. Extensive experience in a responsible position in the field of city planning including several years experience in an administrative capacity.

10/61

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1429

No. 487 AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE CHAPTER 1350 BY TRANSFERRING THE SUM OF ELEVEN THOUSAND (\$11,000) DOLLARS FROM WATER FUND-SOURCE OF SUPPLY, ITEM 1, TO WATER FUND-TAXES, ITEM 3.

Approved September 21, 1961

Be it ordained by the City of Providence:

SECTION 1. Chapter 1350 of the Ordinances of the City of Providence, as approved September 16, 1960, entitled, "An Ordinance Making Appropriation of \$40,869,634.16 for the Support of the City Government for the Fiscal Year Ending September 30, 1961", as amended, is hereby further amended by transferring the sum of Eleven Thousand (\$11,000) Dollars from Water Fund-Source of Supply, Item 1, to WATER FUND-TAXES, ITEM 3.

SECTION 2. This Ordinance shall take effect upon its passage.

IN CITY COUNCIL

SEP 7- 1961

FIRST READING READ AND PASSED

Everett Whelan CLERK

IN CITY COUNCIL

SEP 21 1961

FINAL READING READ AND PASSED

Edward P. Chusley PRESIDENT
Everett Whelan CLERK

APPROVED

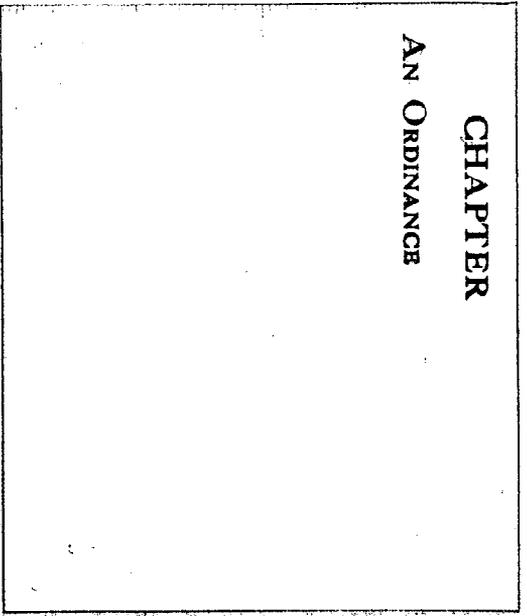
SEP 21 1961

Walter H. Samuel MAYOR

No.

CHAPTER

AN ORDINANCE



RESOLUTION OF THE CITY COUNCIL

No. 488

Approved September 21, 1961

Resolved,

That the City Treasurer may give notification in writing addressed to the owner of Lot No. 136 on Plat No. 76 (located on Berkshire Street) made for the use of the Board of Assessors as said plat appeared in the office of the said Board on December 31, 1952, said lot having been sold to the City of Providence at tax sale held May 19, 1955, said notice in writing addressed to the owner of record at the time of the sale, his heirs, assigns or devisees at their last usual place of abode, and notifying them that said real estate will be offered for sale unless redeemed within thirty days of said notification.

The City Treasurer has received an offer made by Mrs. Robert Smith, 181 Berkshire Street, of \$423.69 for Lot No. 136 on Plat No. 76 and as the period for the redemption of this property has expired, this offer is hereby approved in accordance to the law thereto appertaining.

If said real estate shall not be redeemed within said thirty days, the City Treasurer is hereby authorized to sell and convey to the said Mrs. Robert Smith or nominees for the price herein approved.

IN CITY COUNCIL

SEP 21 1961

READ and PASSED

Edward P. Dwyer
.....
President
D. Everett White
.....
Clerk

APPROVED

SEP 21 1961

Walter H. Reynolds
.....
MAYOR

RESOLUTION
OF THE
CITY COUNCIL

Authorizing the City Treasurer to
arrange for the redemption or sale
of Lot No. 136 on Plat No. 76 in
accordance to the law thereto
appertaining.



City Plan Commission

EDWARD WINSOR, *Chairman*
JERRY LORENZO RALPH MATERA

WALTER H. REYNOLDS, *Mayor*
LUCIO E. CARLONE, *Secretary*

PAUL A. SAN SOUZI, *Vice Chairman*
RAYMOND J. NOTTAGE HARRY PINKERSON

FRANK H. MALLEY, *Director*
DIETER HAMMERSCHLAG, *Chief Planner*

*Suite 103, City Hall,
Providence 3, Rhode Island*

September 7, 1961

Mr. Howard E. Pratt
Deputy City Treasurer
City Hall
Providence, Rhode Island

SUBJECT: Referral No. 1226 - Redemption of Lot 136 on Assessor's
Plat 76 located on Berkshire Street

Dear Mr. Pratt:

In reference to your letter of August 29, 1961 relative to the redemption of Lot 136 on Assessor's Plat 76 located on Berkshire Street, this lot does not lie in any present or proposed studies by the City Plan Commission or the Redevelopment Agency.

Therefore, the staff feels that there is no objection in selling the above-mentioned lot.

Very truly yours,

FRANK H. MALLEY
DIRECTOR
CITY PLAN COMMISSION

FHM:MMH

c.c. City Assessor's Office
City Clerk's Office
City Collector's Office
Mr. James F. Reynolds
Mr. Charles R. Wood

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RESOLUTION OF THE CITY COUNCIL

No. 489

Approved September 21, 1961

Resolved,

That the City Treasurer may give notification in writing addressed to the owner of Lot No. 59 on Plat No. 89 (located on Thurston Street) made for the use of the Board of Assessors as said plat appeared in the office of the said Board on September 15, 1937, said lot having been sold to the City of Providence at tax sale held March 30, 1939, said notice in writing addressed to the owner of record at the time of the sale, his heirs, assigns or devisees at their last usual place of abode, and notifying them that said real estate will be offered for sale unless redeemed within thirty days of said notification.

The City Treasurer has received an offer made by Frederick H. Gifford of 80 Dixon Street of \$484.40 for Lot No. 59 on Plat No. 89 and as the period for the redemption of this property has expired this offer is hereby approved in accordance to the law thereto appertaining.

If said real estate shall not be redeemed within said thirty days, the City Treasurer is hereby authorized to sell and convey to the said Frederick H. Gifford or nominees for the price herein approved.

IN CITY COUNCIL

SEP 21 1961

READ and PASSED

Edward P. Dwyer
President
Robert W. Clark
Clerk

APPROVED

SEP 21 1961

Walter H. Gifford
MAYOR

RESOLUTION
OF THE
CITY COUNCIL

Authorizing the City Treasurer to
arrange for the redemption or sale
of lot No. 59 on Plat No. 89 in
accordance to the law thereto
appertaining.



City Plan Commission

EDWARD WINSOR, *Chairman*
JERRY LORENZO RALPH MATERA

WALTER H. REYNOLDS, *Mayor*
LUCIO E. CARLONE, *Secretary*

PAUL A. SAN SOUZI, *Vice Chairman*
RAYMOND J. NOTTAGE HARRY PINKERSON

FRANK H. MALLEY, *Director*
DIETER HAMMERSCHLAG, *Chief Planner*

*Suite 103, City Hall,
Providence 3, Rhode Island*

September 7, 1961

Mr. Howard E. Pratt
Deputy City Treasurer
City Hall
Providence, Rhode Island

SUBJECT: Referral No. 1224 - Redemption of Lots 59, 60 and 61 on
Assessor's Plat 89 located on Thurston
Street

Dear Mr. Pratt:

In reference to your letter of August 28, 1961 relative to the redemption of Lots 59, 60 and 61 on Assessor's Plat 89 located on Thurston Street, these lots do not lie in any present or proposed studies by the City Plan Commission or the Redevelopment Agency.

Therefore, the staff feels that there is no objection in selling the above-mentioned lots.

Very truly yours,

FRANK H. MALLEY
DIRECTOR
CITY PLAN COMMISSION

FHM:MMH

c.c. City Assessor's Office
City Clerk's Office
City Collector's Office
Mr. James F. Reynolds
Mr. Charles R. Wood

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RESOLUTION OF THE CITY COUNCIL

No. 490

Approved September 21, 1961

Resolved,

That the City Treasurer may give notification in writing addressed to the owner of Lots Nos. 60 and 61 on Plat No. 89 (located on Thurston Street) made for the use of the Board of Assessors as said plat appeared in the office of the said Board on June 15, 1933, said lots having been sold to the City of Providence at tax sale held September 26, 1935, said notice in writing addressed to the owner of record at the time of the sale, his heirs, assigns or devisees at their last usual place of abode, and notifying them that said real estate will be offered for sale unless redeemed within thirty days of said notification.

The City Treasurer has received an offer made by Frederick H. Gifford of 80 Dixon Street of \$769.80 for Lots Nos. 60 and 61 on Plat No. 89 and as the period for the redemption of this property expired this offer is hereby approved in accordance to the law thereto appertaining.

If said real estate shall not be redeemed within said thirty days, the City Treasurer is hereby authorized to sell and convey to the said Frederick H. Gifford or nominees for the price herein approved.

IN CITY COUNCIL

SEP 21 1961

READ and PASSED

Edward P. Chugly
President
R. Everett H. Law
Clerk

APPROVED

SEP 21 1961

Walter H. Reynolds
MAYOR

RESOLUTION

OF THE

CITY COUNCIL

Authorizing the City Treasurer to arrange for the redemption or sale of Lot Nos. 60 and 61 on Plat No. 89 in accordance to the law thereto appertaining.