The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1829

No. 155 **AN ORDINANCE** CREATING A DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT

Approved February 25, 1967

Be it ordained by the City of Providence:

SEC. 1. Creation of Department. Pursuant to the provisions of Chapter 104 of the Public Laws of Rhode Island, 1963, there is hereby created and established a Department of Planning and Urban Development in the City having jurisdiction over all matters relative to all those changes which singly or collectively lead to improvement in (a) the type, distribution, intensity and treatment of land and building use; (b) the design, construction and operation of circulation facilities; and (c) the organization and effectiveness of economic activities and social systems.

SEC. 2. Appointment of Director. The Director of the Department of Planning and Urban Development shall be appointed by the Mayor, subject to the approval of the City Council, and shall hold office at the pleasure of the Mayor. The Director may delegate any of his powers or duties under the provisions of this ordinance to any employee of the Department.

SEC. 3. Rules and Regulations. The Director is hereby empowered to make and to adopt such written rules and regulations as may be necessary to carry out the provisions of this ordinance, to interpret and to secure the intent thereof, but no such rules or regulations shall be in conflict with the provisions of this ordinance or shall have the effect of waiving any provisions of this ordinance.

SEC. 4. Deputies, Assistants and Employees of the Department. The Director may appoint such deputies, assistants and employees under his supervision and control as the City Council may deem necessary and for whose compensation

No.

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AN ORDINANCE CREATING A DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT

appropriation has been made. The City Council shall prescribe their powers and duties, fees and compensation and establish their classification. He shall have the power to appoint temporary employees, to establish their powers and duties and set their compensation.

SEC. 5. Powers and Duties of Director. The Director shall have charge of and be required to direct and supervise all planning, research, project development, community services, relocation, fiscal affairs and legal services pertaining to urban development and in addition shall supervise the enforcement of Chapter 1040 of the Ordinances of 1956, as amended, entitled "Minimum-Standards Housing Ordinance."

SEC. 6. Contracts. The Department of Planning and Urban Development is hereby authorized and empowered to enter into agreements, covenants and contracts with the United States of America, the State of Rhode Island and Providence Plantations, the Providence Redevelopment Agency, the City Plan Commission or any other public or private corporation, firm or individual for purposes of carrying out the provisions of this ordinance and for securing maximum financial assistance.

SEC. 7. Reports of Director. The Director shall annually submit a report to the Mayor and the City Council regarding the activities of the Department of Planning and Urban Development.

SEC. 8. Conflict with Other Ordinances. In any case where the provisions of this ordinance or of any regulation adopted pursuant thereto is found to be in conflict with the provisions of any ordinance, resolution, rule, regulation or code of the City of Providence, the provisions of this ordinance shall apply. All powers and duties heretofore vested in any other department or commission of the City of Providence pertaining to planning and urban development including, but not by way of limitation, those vested under the Minimum-Standards Housing Ordinance, so-called, inconsistent with those powers and duties herein granted are hereby divested and hereby vested in the Director of the Department of Planning and Urban Development. Nothing herein contained shall be construed to abolish, effect or in any way alter or change any of the powers heretofor

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granted to the Providence Redevelopment Agency, the City Plan Commission or the Housing Board of Review and the terms of office of the members of the Housing Board of Review and the City Plan Commission shall be in no way affected.

SEC. 9. This ordinance shall take effect upon its passage and all ordinances or resolutions or parts thereof which are inconsistent herewith are hereby repealed.

IN CITY COUNCIL
FEB 2 - 1967
FIRST READING
READ AND PASSED
Vincent Cesprea
CLERK

IN CITY COUNCIL
FEB 16 1967
FINAL READING
READ AND PASSED
Russell J. Boyle
PRESIDENT
Vincent Cesprea
CLERK

APPROVED
FEB 25 1967
Joseph A. Doorley Jr.
MAYOR

No.

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AN ORDINANCE CREATING A DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT

FILED
DEC 31 11 12 AM '66
DEPT. OF CITY CLERK
PROVIDENCE, R.I.

IN CITY COUNCIL
JAN 2 - 1967
READ: Laid on the Clerks' Desk, pending the appointment of the Committees of the City Council; thereupon referred to the Committee on Finance; the Committee on Ordinances; and the Committee on Urban Redevelopment, Renewal and Planning.
Vincent Cespia
CLERK

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THE COMMITTEE ON
Finance; Ordinances; and Urban Redevelopment, Renewal and Planning
Recommends Redraft
Vincent Cespia
1-27-67 Clerk

Councilman Mc Nulty - by request

1/2

THE CITY OF PROVIDENCE

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER: 1830

NO: 156 AN ORDINANCE AMENDING CHAPTER 1789, "ESTABLISHING THE CLASSES OF POSITIONS, THE MAXIMUM NUMBER OF EMPLOYEES AND THE NUMBER OF EMPLOYEES IN CERTAIN CLASSES IN THE CITY DEPARTMENTS", AS APPROVED SEPTEMBER 26, 1966, BY DELETING SECTION 49 DEPARTMENT OF PUBLIC WORKS-FAMILY AND BUSINESS RELOCATION SERVICE, SECTION 62 CITY PLAN COMMISSION, SECTION 63 PROVIDENCE REDEVELOPMENT AGENCY AND SECTION 65 MINIMUM HOUSING STANDARDS DIVISION. THERE IS HEREBY ADDED SECTION 65-A DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT.

APPROVED: February 25, 1967

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. Chapter 1789 of the Ordinances of the City of Providence is hereby amended to read as follows:

Delete:

SECTION 49: Department of PUBLIC WORKS-FAMILY AND BUSINESS RELOCATION SERVICE.

SECTION 62: CITY PLAN COMMISSION

SECTION 63: PROVIDENCE REDEVELOPMENT AGENCY

SECTION 65: MINIMUM HOUSING STANDARDS DIVISION

Add:

SECTION 65-A: DEPARTMENT of PLANNING AND URBAN DEVELOPMENT

The number of employees in the Department of Planning and Urban Development shall not exceed one hundred fifty (150). There shall be no more than:

1 Director of Planning and Urban Development
1 Assistant to Director, (Department of Planning and Urban Development)
1 Public Information Officer
1 Chief, of Project Development
1 Supervisor of Business Relocation and Property Management
1 Business Relocation Officer
1 Management Officer
2 Management Aide (Department of Planning and Urban Development)
1 Supervisor of Real Estate
1 Land Disposition Officer
1 Real Estate Officer
1 Real Estate Aide
1 Supervisor of Engineering (Department of Planning and Urban Development)
1 Associate Engineer III
2 Engineering Aide (Department of Planning and Urban Development)
1 Chief, Division of Planning
1 Supervisor (Long Range Planning)
1 Supervisor (Current Planning)
1 Supervisor (Project Planning)
1 Supervisor (Graphics)
1 Supervisor (Traffic Planning)
11 Senior Planner
7 Associate Planner
5 Assistant Planner

1 Senior Draftsman (Department of Planning and Urban Development)
6 Draftsman (Department of Planning and Urban Development)
2 Traffic Planner
1 Chief, Division of Research
2 Senior Research Assistant
3 Research Assistant
1 Librarian
1 Chief, Fiscal Affairs
1 Fiscal Officer
1 Accountant II
1 Chief, Division of Code Enforcement
14 Renewal Inspector I
4 Renewal Inspector II
2 Renewal Inspector III
1 Chief, Division of Economic Development
1 Supervisor of Port Development
1 Supervisor of Office and Service Industry
1 Supervisor of Industrial and Wholesale Development
1 Chief, Division of Community Services
1 Supervisor of Family Relocation
1 Case Work Supervisor (Department of Planning and Urban Development)
6 Social Case Worker (Department of Planning and Urban Development)
1 Intergroup Specialist
1 Supervisor of Rehabilitation Services
6 Rehabilitation Specialist
3 Program Specialist
3 Financial Specialist
1 Chief, Division of Legal Services
1 Assistant Chief, Division of Legal Services
1 Project Counsel
3 Clerk Stenographer I
12 Clerk Stenographer II
8 Clerk Stenographer III
2 Clerk Typist I
3 Clerk Typist II
1 Chairman, Board of Review (Minimum Housing Standards)
4 Member, Board of Review (Minimum Housing Stand'ds)
1 Supervisor of Enforcement

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

IN CITY COUNCIL
FEB 2 - 1967
FIRST READING
READ AND PASSED
Vincent Vespia
CLERK

IN CITY COUNCIL
FEB 16 1967
FINAL READING
READ AND PASSED
Russell J. Boyle
PRESIDENT
Vincent Vespia
CLERK

APPROVED
FEB 25 1967
Joseph A. Darley Jr.
MAYOR

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THE COMMITTEE ON
Finance, Ordinances, and
Urban Redevelopment, Renewal and Planning
Recommends Passage

Vincent Vespa
Clerk

1-27-67

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER: 1831

NO. 157 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1, "ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY OF PROVIDENCE", AS APPROVED AUGUST 7, 1953, RELATIVE TO DEPARTMENT OF PUBLIC WORKS-FAMILY AND BUSINESS RELOCATION SERVICE, CITY PLAN COMMISSION, PROVIDENCE REDEVELOPMENT AGENCY, MINIMUM HOUSING STANDARDS DIVISION and DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT.

Approved: February 25, 1967

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 following respects:

	CLASSIFICATION	CODE
DELETE:		
	Family and Business Relocation Administrator	(689)
	Assistant Administrator of Relocation	(770)
	Intergroup Specialist	(771)
	Housing Inspector I	(419)
	Housing Inspector II	(418)
	Case Work Supervisor	(772)
	Deputy Planning Director	(733)
	Principal Planner	(761)
	Senior Planner	(762)
	Associate Planner	(763)
	Assistant Planner	(764)
	Planning Aide	(765)
	Deputy Director (Redevelopment Agency)	(107)
	Special Administrative Assistant (Redevelopment Agency)	(138)
	Assistant to Executive Director (Redevelopment Agency)	(169)
	Senior Engineer (Redevelopment Agency)	(531)
	Project Director (Redevelopment Agency)	(713)
	Chief of Redevelopment Project Planning	(715)
	Senior Redevelopment Project Planner (Redevelopment Agency)	(716)
	Associate Redevelopment Project Planner (Redevelopment Agency)	(717)
	Redevelopment Project Planner (Redevelopment Agency)	(718)
	Research Officer (Redevelopment Agency)	(714)
	Assistant Research Officer (Redevelopment Agency)	(719)
	Real Estate Aide (Redevelopment Agency)	(720)
	Draftsman (Redevelopment Agency)	(721)
	Research Aide (Redevelopment Agency)	(722)
	Management Agent (Redevelopment Agency)	(723)
	Management Aide (Redevelopment Agency)	(724)

DELETE - cont'd

CLASSIFICATION	CODE
Industrial Representative (Redevelopment Agency)	(726)
Business Relocation Officer (Redevelopment Agency)	(727)
Assistant Business Relocation Officer (Redevelopment Agency)	(728)
Real Estate Officer	(730)
Chief of Renewal Services (Redevelopment Agency)	(735)
Assistant Real Estate Officer (Redevelopment Agency)	(731)
Chief Industrial Representative (Redevelopment Agency)	(732)
Business Officer Manager (Redevelopment Agency)	(757)
Land Disposition Officer (Redevelopment Agency)	(758)
Urban Renewal Counsel (Redevelopment Agency)	(759)
Rehabilitation Specialist (Redevelopment Agency)	(725)
Rehabilitation Officer (Redevelopment Agency)	(734)
Director of Division of Minimum Housing Standards	(425)
~~Deputy Director~~, Division of Minimum Housing Standards	(426)
Housing Inspector III	(424)

ADD:

Assistant Chief, Division of Legal Services	(834)
Assistant Planner	(840)
Assistant to Director (Department of Planning and Urban Development)	(825)
Associate Planner	(841)
Business Relocation Officer	(863)
Case Work Supervisor (Department of Planning and Urban Development)	(873)
Chief, Division of Code Enforcement	(830)
Chief, Division of Community Services	(831)
Chief, Division of Economic Development	(832)
Chief, Division of Legal Services	(833)
Chief, Division of Planning	(835)
Chief, Division of Research	(836)
Chief, Fiscal Affairs	(826)
Chief of Project Development	(837)
Draftsman (Department of Planning and Urban Development)	(844)

ADD - cont'd

CLASSIFICATION	CODE
Engineering Aide (Department of Planning and Urban Development)	(856)
Financial Specialist	(828)
Fiscal Officer	(827)
Intergroup Specialist	(865)
Land Disposition Officer	(862)
Librarian	(866)
Management Aide (Department of Planning and Urban Development)	(860)
Management Officer	(859)
Program Specialist	(869)
Project Counsel	(867)
Public Information Officer	(868)
Real Estate Aide	(858)
Real Estate Officer	(857)
Rehabilitation Specialist	(864)
Renewal Inspector I	(870)
Renewal Inspector II	(871)
Renewal Inspector III	(872)
Research Assistant	(854)
Senior Draftsman (Department of Planning and Urban Development)	(843)
Senior Planner	(839)
Senior Research Assistant	(853)
Social Case Worker (Department of Planning and Urban Development)	(874)
Supervisor (Long Range Planning)	(875)
Supervisor (Current Planning)	(876)
Supervisor (Project Planning)	(877)
Supervisor (Graphics)	(878)
Supervisor (Traffic Planning)	(879)
Supervisor of Business Relocation and Property Management	(845)
Supervisor of Engineering (Department of Planning and Urban Development)	(846)
Supervisor of Enforcement	(881)
Supervisor of Family Relocation	(847)
Supervisor of Industrial and Wholesale Development	(848)
Supervisor of Office and Service Industry	(849)
Supervisor of Port Development	(850)
Supervisor of Real Estate	(851)
Supervisor of Rehabilitation Services	(852)
Traffic Planner	(842)

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

IN CITY COUNCIL
FEB 2 - 1967
FIRST READING
READ AND PASSED
Vincent Gespin
CLERK

APPROVED
FEB 2 5 1967
Joseph A. Barley Jr.
MAYOR

IN CITY COUNCIL
FEB 1 6 1967
FINAL READING
READ AND PASSED
Russell W. Boyle
PRESIDENT
Vincent Gespin
CLERK

THE COMMITTEES ON
Finance, Ordinances, and
Urban Redevelopment, Renewal and Planning
Recommends Passage

Vincent Cespedes
1-27-67
Clerk

ASSISTANT CHIEF, DIVISION OF LEGAL SERVICES

CLASS TITLE: Assistant Chief, Division of Legal Services

DISTINGUISHING FEATURES OF WORK: The Assistant Chief, Division of Legal Services is responsible for the investigation and research of federal and state legislation in regard its effect on Providence's urban development programs; and to advise the Department in regard to all legal matters concerning urban development.

ILLUSTRATIVE EXAMPLES OF WORK: To act as liaison between the Department and all Federal Agencies in regard to specific requirements of these agencies and to advise the Department of these requirements; to be familiar with pending and proposed national legislation affecting the Department's programs and to advise the Department of the effect of the proposed legislation in regard the Department's aim and interest; to act as liaison with the United States Senate and House Finance Subcommittee on Housing in reviewing and researching the proposed legislation and to draft amendments to present and proposed legislation in keeping with the Department's best interests; prepare and review all legal instruments from acquisition thru disposition of property acquired by the Department; prepare legislation, ordinances and resolutions for presentation before appropriated legislative bodies; advise Department members, officers or employees in regard to urban development; and represent the Department in conferences with other governmental bodies, corporations or individuals in regard this Department's urban development program; to assist and consult with the Department staff during the planning and execution of development projects in all legal matters outside direct litigation.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the urban development provisions of the Housing Act of 1949, as amended; of municipal, state and federal laws in the field of urban development. A knowledge of governmental structure and operation and the legal questions involved in urban development. The ability to develop and maintain satisfactory relationships with individuals, governmental and civic groups.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Assistant Chief, Division of Legal Services shall be an attorney-at-law in good standing in the State of Rhode Island prior to appointment.

SPECIAL REQUIREMENT: Member of the State Bar.

ASSISTANT PLANNER

CLASS TITLE: Assistant Planner

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

DISTINGUISHING FEATURES OF WORK: Work involves the 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 development projects, analysis of municipal costs as relating to planning and urban development, and assists in the development of recommendations for planning and urban development.

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. 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 degree in city planning or related field; or two years of professional experience of an eminently satisfactory nature in a planning office, demonstrating that the applicant has the ability to perform the duties of this position.

ASSISTANT TO DIRECTOR

(Department of Planning and Urban Development)

CLASS TITLE: Assistant to Director

CLASS DEFINITION: This is professional and technical work in the development and coordination of programs within the Executive Division.

NATURE OF WORK: Under the direction of the Director, performs staff functions relating to information, programming and control.

Customary Tasks: Reviews continuing inventory and analysis of project information. Assists in the development and maintenance of an information system to alert the Director to other local, State and Federal activities directly affecting urban development and planning. Investigate methods of project control and assists in the development of project schedules and staff requirements. Composes and edits technical and non-technical reports for the Executive Division. Prepares special reports. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Extensive knowledge of one or more fields related to urban development and/or social science. Ability to organize and analyze data related to project programming and operations. Ability to compose and edit technical and non-technical reports.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Extensive experience in an urban renewal or planning agency. Formal educational training may be substituted for a portion of such experience.

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ASSOCIATE PLANNER

CLASS TITLE: Associate Planner

CLASS DEFINITION: Administrative and technical work of a professional nature in assisting in supervising the conduct of city planning and urban development 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 development 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 department.

ILLUSTRATIVE EXAMPLES OF WORK: Participates in the planning of studies and analysis of data in the development of plans, of renewal areas and projects or city planning. Assists 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 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 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.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with degree in city planning or related field; or three (3) years of professional experience of an eminently satisfactory nature in planning office, demonstrating that the applicant has the ability to perform the duties of this position.

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BUSINESS RELOCATION OFFICER

CLASS TITLE: Business Relocation Officer

CLASS DEFINITION: This is professional administrative work in providing relocation services to businesses and other non-residential establishments dislocated by urban development or other public improvement operations.

NATURE OF WORK: Under the direction of the Supervisor of Business Relocation and Property Management, provides general and technical assistance to non-residential relocatees and performs all related administrative duties.

CUSTOMARY TASKS: Prepares and administers survey of non-residential establishments to be displaced by any public action. Visits each site occupant to solicit information relative to relocation needs to complete the office records. Sends out official notices and other information as required to site occupants. Obtains current listings of vacancies in the Providence commercial and industrial market area from the Chief, Division of Economic Development. Before site occupant moves, makes personal visit to inventory all equipment and stock. Processes claims and maintains records. Revisits each former occupant to assure new location meets his relocations requirements. Performs related duties as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the methods and provisions relating to land disposition under applicable Federal, State and Municipal regulations. Knowledge of local business activity and locational requirements. Ability to make accurate appraisal of business stocks and equipment and to develop estimates of moving expenses. Superior ability to talk with and to assist business men in making satisfactory relocation moves.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Considerable experience in business relocation activities or related operations of an urban development agency or extensive experience in general business activity. Formal educational training may be substituted for a portion of such experience.

CASE WORK SUPERVISOR

(DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT)

CLASS TITLE: Case work Supervisor

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration of a district office and the supervision of a professional staff of social caseworkers and clerical assistants engaged in the performance of public assistance and relocation services; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a Senior Supervisor from whom general and specific assigments and instructions are received with latitude for the exercise of initiative and independent action; through regularly scheduled conferences, work is reviewed for conformance with established principles, policies and procedures and for compliance with assignments and instructions.

SUPERVISION EXERCISED: Plans, organizes, assigns and directs the work of a professional staff of social case workers and clerical assistants; work is reviewed for conformance with established principles, policies and procedures; supervises various phases of staff development program for individual and group improvement.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED: To be responsible for the administration of a district office and the supervision of a professional staff of social case workers and clerical assistants engaged in the performance of public assistance and relocation services. To be responsible for the granting and administering of public assistance services, such as old age assistance, aid to dependent children, aid to the blind, aid to the disabled and general public assistance to people in need. To be responsible for a staff development program in which individual and group conferences are held to develop increased knowledge, abilities and skills for more effective daily practice. To be responsible for the organizing, planning and assignment of all work activities of a district office within established agency policy and procedure, based on the general requirements of the law under which the agency functions. By case reviews and block reading of case records, to be responsible for the continuing review of the practices and procedures involved in the determination and redetermination of eligibility and need, in order that such practices and procedures may be consistent with those established by the agency. To study the social and economic needs within the district and to participate in purposeful community planning to meet these needs. To be responsible for the interpretation of public assistance service to the community and to cooperate and consult with other public and private agencies engaged in social work activities within the community.

To participate in area meetings and conferences of case work supervisors to discuss common problems and objectives, conformance with policy and procedure and to report any effects agency policy may have on applicants, recipients and the community in general. To be responsible for the collection of statistical data for the preparation of specific reports and projects. To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of social case work principles, practices and techniques with specialized knowledge in public assistance; a thorough knowledge of individual emotional and behavior patterns, as well as social and economic factors that contribute to personal maladjustment and dependency; a thorough knowledge of the provisions of the federal and state laws relating to the public assistance and urban renewal program; a thorough knowledge of community resources and how to utilize them effectively; the ability to organize, plan, assign, supervise and review the work of a professional and clerical staff; the ability to instruct and train employees in the application of professional casework principles, practices and techniques; the ability to establish and maintain effective working relationships with public assistance recipients, other public and private agencies, superiors and associates, the community and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing: and

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 or private social case work agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

CHIEF, DIVISION OF CODE ENFORCEMENT

CLASS TITLE: Chief, Division of Code Enforcement

CLASS DEFINITION: Highly responsible professional and supervisory work in the enforcement of the housing code and the conduct of housing quality surveys.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for ascertaining that all existing housing conforms with the minimum standards housing ordinance. Supervision is exercised over a staff of inspectors, assistants, clerks and stenographers.

ILLUSTRATIVE EXAMPLES OF WORK: Enforces the provisions of the housing Code. Explains and interprets the code to owners, tenants, contractors, real estate brokers, architects and other interested persons. Conducts in-service-training program for staff and plans assigns and supervises staff work and report preparation. Makes reports to other inspectional services as to violations of zoning, building, fire and health regulations that housing inspectors have uncovered. Reports violations to Board of Review, issues compliance orders, prepares annual reports. Cooperates fully with other city officials whose operating programs are coordinated with the city's urban renewal program.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of codes and ordinances governing the construction, location and design of dwellings. Ability to establish effective working relationship with other city officials. Considerable administrative ability and public relations skill. Ability to plan, and assign work, train and supervise inspectors and keep complete and accurate record files. Ability to enforce rules and regulations tactfully, persuasively, impartially and firmly.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with degree in public health, engineering architecture, public administration or other degree with substantial experience in housing and allied fields.

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CHIEF, DIVISION OF COMMUNITY SERVICES

CLASS TITLE: Chief, Division of Community Services

CLASS DEFINITION: This is administrative and professional work in the fields of family relocation and rehabilitation service.

NATURE OF WORK: Under the direction of the Director, he is the principal officer of the division, with responsibility for the family relocation and rehabilitation activities of the department.

Customary duties: Directs the staff working under the Supervisor of Family Relocation to ensure that all families displaced by departmental activities have satisfactory relocation housing available to them and that the relocation is made with the least possible hardship to the families involved. Directs the staff working under the Supervisor of Rehabilitation Service to ensure that all existing rehabilitation assistance programs are made available to families within areas selected by the department for rehabilitation.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of urban development regulations related to family relocation. Knowledge of social case work techniques required to relieve problems besetting client families. Familiarity with various public and private assistance programs that can help these families. Awareness of special difficulties of minority group families and elderly persons who are displaced. Ability to build and maintain good working relationship between the division and all its clients, including relocated families and residents within rehabilitation areas. Knowledge of urban development programs and other public and private programs related to rehabilitation. Ability to direct a sound promotional and educational program capable of stimulating an effective, sustained rehabilitation effort adapted to all income levels and qualities of housing.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from recognized college or university, or considerable experience in the fields of family relocation services or rehabilitation services, including experience in a supervisory capacity.

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CHIEF, DIVISION OF ECONOMIC DEVELOPMENT

CLASS TITLE: Chief, Division of Economic Development

CLASS DEFINITION: This is administrative and professional work in the field of economic development.

NATURE OF WORK: Under the direction of the Director, he is the principal officer of the Division, coordinating its operations with other departmental activities.

Customary duties: Participates in defining the community's economic goals, in conducting the community's economic base analysis, and in determining non-residential areas in the general plan. Reports on project relevance to local economic development for all proposed projects. In the preparation of the final project report, he provides the planning division with a detailed study concerning the effect of the project on businesses in the City. During the project execution period, assists in the disposition of land proposed for non-residential use. Prepares a non-residential rehabilitation program and maintains up-dated files on vacant non-residential structures and unoccupied sites availables to businesses. Responsible for general promotion of local economic developments.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of economic principles and, in particular, their practical application in the field of community development. Familiarity with local industrial and commercial climate. Skill in the techniques of marketing land to industrial and commercial clients. Ability to develop and maintain relationships of trust and respect with local businesses. Knowledge of operating procedures and particular problems of various kinds of local businesses. Ability to communicate and promote the various economic developments.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university, with concentration in economics or a related field. Also, a minimum of four years of experience in economic development planning and execution, with at least two years in a supervisory capacity.

CHIEF, DIVISION OF LEGAL SERVICES

CLASS TITLE: Chief, Division of Legal Services

CLASS DEFINITION: This is professional work as chief legal advisor and attorney for the department.

NATURE OF WORK: Under the administrative direction of the Director, acts as the responsible legal representative and counsel in its business relations and in litigation, and with respect to all legal matters concerning urban development.

Customary Tasks: Investigates or assists in investigating suits or claims against the department and prosecutes or defends, as the case may be, all suits, actions or causes to which the department may be a party. Prepares, reviews, presents, and files in the proper offices all documents necessary for the acquisition of land by eminent domain proceedings. Processes through the courts and title companies condemnation settlements. Negotiates and advises on the settlement of claims arising out of condemnation. Prepares and reviews contracts, leases, deeds, bonds and other legal instruments relative to the acquisition, management, improvement and disposition of land acquired by the department. Prepares or reviews other legal documentation or papers involved in the business affairs of the department and other governmental and private entities. Advises department members, officers, and employees with respect to legal problems arising in connection with their duties. Represents the department in conferences with other governmental agencies and with corporations and individuals. Prepares legislation, ordinances, regulations and resolutions for presentation before the State Legislature, City Council and the Department where the interest of the department are involved. Performs legal research and prepares legal reports and recommendations for the department and/or its staff.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of common and municipal law, State laws, local ordinances and established precedents and sources of legal reference. Thorough knowledge of, facility for, and court presentation experience in judicial procedures. Skill and ability in analyzing, appraising and organizing facts, evidence and precedents concerned in cases and legal problems. Ability to develop and maintain satisfactory relationships with individuals and civic groups.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: The Chief shall be an attorney-at-law in good standing and shall have practiced in the State of Rhode Island prior to appointment.

SPECIAL REQUIREMENT: Member of the Rhode Island Bar.

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CHIEF, DIVISION OF PLANNING

CLASS TITLE: Chief, Division of Planning

CLASS DEFINITION: Direction of responsible administrative and technical planning and urban development work of professional nature in assisting the Executive Director in the conduct of planning and urban development program of the Division of Planning in all its phases, and related work as required.

DISTINGUISHING FEATURES OF WORK: Under supervision of the Director, develops, recommends and administers accepted policies and schedules of the Division of Planning in planning and urban development programs and projects. Exercises independent judgement in interpreting general work requirements for the Division and reviews planning progress and work in its broader aspects for compliance with standards and policies of the Department and applicable Federal, State and municipal legislation. Represents the Division at conference when required to discuss and explain the Department's urban development and planning objectives. Supervises the work of the several Sections of the Division of Planning.

ILLUSTRATIVE EXAMPLES OF WORK: Organizes and develops the planning and urban development program. Executes administrative or technical tasks of a complex nature. Makes work assignments and supervises the technical staff in the compilation and interpretation of physical, social and economic data used in the analysis of planning and urban development problems and in the design of a solution to these problems. Acts as Chief technical advisor to the staff on all planning and urban development studies; coordinates the various phases of staff activities; and advises in the evaluation of data affecting location and design of projects. When required, represents the Executive Director at conferences to discuss and explain planning and urban development.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the elements and techniques involved in planning and urban development, involving capital improvements, redevelopment and urban development programs, and general ability to plan, assign and supervise the work of a technical staff, to effect and to transmit conclusions; and to meet and confer with technical groups on general planning and urban development matters. Ability to establish and maintain effective working relationships with City, State and Federal officials.

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QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized College or University with degree in City Planning or related field supplemented by five years' experience in a responsible position in the field of city planning, at least two years of which shall have been in a responsible supervisory capacity; a Master's Degree in planning or related field may be substituted for two years of required experience.

CHIEF, DIVISION OF RESEARCH

CLASS TITLE: Chief, Division of Research

CLASS DEFINITION: This is professional and administrative work in the field of research.

NATURE OF WORK: The Chief of the Research Division is responsible for the efficient provision of research services to all Department divisions, as well as to other city departments and public and private agencies on matters related to urban planning and economic development.

Customary tasks: Supervises all members of the division in the preparation of analyses and statistical studies, establishing basic criteria and work priorities for the division staff. With the Department Director and other division chiefs, schedules project planning priorities. With his assistant in charge of the Capital Improvement Program and with the directors of other departments, in cooperation with the Mayor and the Director of Finance, prepares the Capital Improvement Program. Responsible for determining the planning elements necessary for establishment of priorities by the planning division. Responsible for presenting to the director Overall Economic Development Plans needed to qualify the city for financial assistance under the Economic Development Act, in conformity with state and federal eligibility requirements.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of all Department programs, and the programs of other public and private departments and agencies that might require services from the Research Division. Knowledge of basic principles of urban planning, municipal finance and economic development, as well as the ability to apply these principles to the local renewal program. Ability to prepare clear, concise analyses and research reports. Ability to effectively supervise the work of the research division and maintain good working relationships with the various other division chiefs.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: A bachelor's degree in economics, or advanced educational training in research techniques, or a minimum of five years in research or development planning, with at least two years in a supervisory capacity.

CHIEF, FISCAL AFFAIRS

CLASS TITLE: Chief, Fiscal Affairs

CLASS DEFINITION: Highly responsible professional accounting work assisting the Director in departmental financial administration and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves planning the work of clerical and other employees of the Fiscal Division engaged in preparing and maintaining records of the department. Maintains complete familiarity with the department's accounting system, auditing, budget preparation, analysis and preparation of financial statements. Maintains all books of original and secondary entry, and all City and Federal project accounting records, payrolls, and departmental personnel records. Aids in the preparation of financial statement and budgets required by City and Federal offices and departments. Schedules, prepares, and processes financial transactions. Prepares requisitions for the procurement of all office supplies, materials and equipment. Prepares special reports and statements as directed. Supervises the work of subordinates. Performs related work as required by the Director.

ILLUSTRATIVE EXAMPLES OF WORK: He will supervise the recording of personnel time and detailed receipt and expenditures of all funds. He will provide assistance to the various Division Heads under the Director's control.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the theory, principles and practices of accounting. Thorough knowledge of standard auditing procedures and practices. Ability to analyze accounts and prepare accurate and complete statements and reports of findings. Ability to plan, assign and supervise the work of subordinates. Ability to analyze and evaulate accounting problems and to develop pertinent accounting and related data. Ability to prepare difficult and complex financial and administrative reports.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a college or university or business college with major course work in accounting and business administration. Experience in accounting or auditing work.

CHIEF OF PROJECT DEVELOPMENT

CLASS TITLE: Chief of Project Development.

CLASS DEFINITION: This is a very responsible administrative and professional position, with special concentration in the fields of real estate, engineering, business relocation and property management.

NATURE OF WORK: Responsible for directing all Departmental activities involving real estate, including land disposition; engineering; business relocation and property management.
Customary duties: Supervises all real estate activities of the Department, including land disposition, property appraisals and negotiations with property owners. Supervises all of the Department's engineering activities, including site preparation for redevelopment. Supervises efforts to successfully relocate businesses displaced by clearance projects conducted by the Department, or by any other public action. Supervises the management of properties acquired by the Department for clearance projects.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Comprehensive knowledge of all Departmental programs and other city programs requiring the service of the Project Development Division. Basic administrative ability to ensure proper supervision of division activities. Knowledge of procedures applicable in the fields of activity for which the division is responsible.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a College or University with considerable experience as a supervisor of project development activities for a large governmental organization, preferably an urban renewal authority, or for a private development organization.

DRAFTSMAN

(DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT)

CLASS TITLE: Draftsman

CLASS DEFINITION: Planning work at the basic level performed in connection with city planning and urban development 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 planing work details.

ILLUSTRATIVE EXAMPLES OF WORK: Assists in the preparation and conduct of surveys for 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 development 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 drafting. Ability to delineate designs and to prepare base maps, line drawings, graphs, charts models 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.

ENGINEERING AIDE
(DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT)

CLASS TITLE: Engineering Aide

CLASS DEFINITION: This is elementary skilled engineering work performed in this office or field in connection with the investigation, planning, development and maintenance of engineering projects.

NATURE OF WORK: Under the direction of the Supervisor or Asst. Supervisor of Engineering and the supervision of a superior, assists in the conduct of engineering activities in urban renewal project areas.

Customary Tasks: Assists in the making of preliminary location and relocation surveys, defining lines and grades, determining profiles, etc., for sewer, drain, street, bridge and water supply construction. Serves as inspector on a variety of construction projects to ascertain compliance with plans and to enforce municipal ordinances and terms of contracts. Performs office clerical work such as time and cost computations, inventory control, or general maintance of engineering records. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the mathematics of land surveying. Working knowledge of fundamental theories and practices of civil engineering and of construction materials, methods and procedures. Skill in the use of engineering field and office instruments. Ability to transcribe field notes and draw accurate plans. Ability to exercise routine supervision over the work of contractors and others and to enforce adherence to plans and specifications.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school or trade school with courses in mathematics and drafting; or experience providing equivalent training.

CLASS TITLE: Financial Specialist

CLASS DEFINITION: This is semi-professional work in real estate and personal finance as related to rehabilitation.

NATURE OF WORK: Under the direction of the Supervisor of Rehabilitation Service, provides general guidance and advice to property owners directed toward the solution of financial problems.

Customary Tasks: Established continuing liaison with and develops support of lending institutions for rehabilitation work. Advises individual property owners concerning available financing. Expedites the processing of loan applications. Prepares reports and performs other related tasks as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of Federal and commercial mortgage financing tools and procedures. Knowledge of the objectives and procedures of the local urban renewal program. Ability to meet and counsel with the general public and citizen groups.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Considerable experience in real estate finance, preferably with a commercial firm or governmental agency specializing in financing the purchase or rehabilitation of properties. Formal educational training may be substituted for a portion of such experience.

FISCAL OFFICER

CLASS TITLE: Fiscal Officer

CLASS DEFINITION: Highly responsible professional accounting work assisting the Chief, Fiscal Affairs in departmental administration. Acts in the capacity of Chief, Fiscal Affairs in his absence. Performs related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for planning, assigning and supervising the work of clerical and other employees engaged in the activities of the Fiscal Division. Performs all duties of the Chief, Fiscal Affairs in his absence. Duties are outlined and work is reviewed for accomplishment.

ILLUSTRATIVE EXAMPLES OF WORK: Plans and assigns work, instructs and supervises a staff engaged in maintaining the general ledgers, recording detailed expenditures of all funds and controlling the monies received by the department.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the theory, principles and practices of accounting with special reference to municipal accounting. Thorough knowledge of standard auditing procedures and practices. Ability to analyze accounts and prepare accurate and complete statements and reports of findings. Ability to plan, assign and supervise the work of subordinates. Ability to analyze and evaluate accounting problems and to develop pertinent accounting and related data.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a college or university or business college with major course work in accounting or business administration. Experience in accounting or auditing work, including experience in municipal accounting preferred.

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INTERGROUP SPECIALIST

CLASS TITLE: Intergroup Specialist

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Supervisor of Family Relocation in developing and coordinating all phases of inter-group activities as related to the Urban Development program. To promote better understanding in the community of the complex problems involved in relocation.

DISTINGUISHING FEATURES OF WORK: Under the direction of the supervisor, is responsible for the development of sound, well-rounded programs 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 municipal organization and non-white groups in the community. Advise the Supervisor in matters pertaining to methods and procedures involving the Relocation Program.

DESIRABLE KNOWLEDGES, SKILLS, AND ABILITIES: Must have a good working knowledge of Urban Development and public improvement programs involving relocation. Ability to organize various civic and community groups toward a better understanding of the program. Should be able to compile comprehensive date necessary to establish ways and means of activity in meeting the various problems within the program.

QUALIFICATIONS REQUIRED: Must be a graduate of 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 may be substituted for formal education.

LAND DISPOSITION OFFICER

CLASS TITLE: Land Disposition Officer

CLASS DEFINITION: This is responsible administrative work in the disposition of real estate in urban renewal project area.

NATURE OF WORK: Under the direction of the Supervisor of Real Estate, performs administrative and control functions in the disposition of project land.

Customary Tasks: Prepares citeria for selection of a sponsor by pre-qualification methods. Develops programs of disposition for all parcels. Reviews submissions of prospective sponsors for compliance with Federal and Department regulations and stipulations. In cooperation with the Project Counsel, prepares all documents and records necessary for disposition procedures. Coordinates the disposition of land to other public bodies. Follows through the development by sponsors to assure the completion of the developers plans approved by the Department. Futhers City's interest in the transfer of real estate to insure that the protective controls and terms of disposition conveyance are enforced throughout the life of the Redevelopment Plams. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the methods and provisions relating to land disposition under applicable Federal, State and Municipal regulations. Knowledge of procedures and controls for financing under FHA, quasi-public State agencies and commercial banks. Ability to interpret and use marketability reports, appraisals, special market analysis and related materials.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Considerable experience in real estate activities in an urban development agency, an extensive experience with a land development company or realtors. Formal educational training may be substituted for a portion of such experience.

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LIBRARIAN

CLASS TITLE: Librarian

CLASS DEFINITION: This is supervisory technical and clerical work in the field of research and library science.

NATURE OF WORK: Under the direction of the division chief and senior research assistant, responsible for properly compiling library materials and informing all divisions within the Department about the availability of these materials.

Customary Duties: Maintains a library of the department's technical studies and reports, as well as significant documents from other agencies. Supervises collation of field survey data, reviews data packages and prepares preliminary research reports on this data, as directed. Prepares reports concerning planning problems. Maintains library of graphic and exhibit materials, including photographs and slides. Provides information for use in special reports or speeches, as directed.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Sufficient knowledge of department programs and other, related programs to properly catalogue materials within the department's library. Skill at organizing library materials to keep them readily accessible to the staff and other interested persons. Ability to prepare clear, concise reports on matters within the librarian's scope of responsibility.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Bachelor's degree in education or related field, or high school with secretarial school training. With a Bachelor's degree, a minimum of two years of research experience is required; with high school and secretarial school training, a minimum of three (3) years research experience is required. Five (5) years of successful experience in an appropriate field may be substituted for the formal educational requirements.

MANAGEMENT AIDE

(Department of Planning and Urban Development)

CLASS TITLE: Management Aide

CLASS DEFINITION: This is supervisory work in the management of property acquired by the Department.

NATURE OF WORK: Under the direction and the supervision of the Management Officer, assists in management and demolition operations in urban renewal projects undertaken by the Department.

Customary Tasks: Assists the Management Officer in the preparation of data and schedules for the drawing up of bid documents and contracts for demolition, rodent control and other management activities. Assists in the establishment of recommended dwelling and business rentals, collection of rents, rental accounting and the scheduling of notices to vacate and notices of eviction. Cooperates with the Business Relocation Officer in matters related to the business relocation program. Assists in the control, surveillance and programming of demolition and rodent control activities, maintenance of property and the coordination of utility disconnections. Performs related activities as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of federal requirements governing property, management procedures in urban renewal projects. Knowledge of contractual relationships. Ability to prepare and maintain work progress reports. Ability to work in the field and to develop and maintain satisfactory relationships with contractors, site occupants and other city departmental employees.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Experience in supervising on-site activities of large-scale clearance and/or land development projects, preferably in urban development. Formal educational training may be substituted for a portion of such experience.

MANAGEMENT OFFICER

CLASS TITLE: Management Officer

CLASS DEFINITION: This is professional administrative and supervisory work in the Management of property acquired by the Department.

NATURE OF WORK: Under the direction of the Supervisor of Business Relocaton and Property Management supervises all management operations in urban renewal projects.

Customary Tasks: Recommends dwelling and business rentals and carries out rent collections. Prepares schedules of notices to vacate and notices of eviction. Exercises responsibility for coordinating maintenance and rodent control activities with demolition and site preparation activities of the Engineering Division. Assists in preparing and drawing up contracts for specific Management activities when required, and in the preparation of data necessary to secure insurance. Maintains on site supervision of contractors, maintenance of property, utility disconnections and other related activities. Supervises maintenance of office records and prepares periodic reports. Performs related duties as required, including demolition inspection services.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of redevelopment procedures and requirements under applicable Federal, State and Municipal legislation. Knowledge of contractural relationships. Ability to work on site and to develop satisfactory relationships with contractors, site occupants and other city departmental employees.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Considerable experience in supervising redevelopment in urban renewal projects or other large public improvement projects. Formal educational training may be substituted for a portion of such experience.

PROGRAM SPECIALIST

CLASS TITLE: Program Specialist

CLASS DEFINITION: This is public relations of a semi-professional level directly related to neighborhood rehabilitation and conservation efforts.

NATURE OF WORK: Under the direction of the Supervisor of Rehabilitation Service, aids in the creation and maintenance of block or section organizations to work for rehabilitation and/or conservation objectives.

Customary Tasks: Provides assistance to conservation area residents by providing the impetus for block or section organizations and by bringing the program to the level of personalized knowledge and attention. Acts as liaison between property owners and tenants, block or section organizations and the Agency's technical staff and other public or private agencies as may be necessary, to achieve the objectives for the conservation of the area.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: General knowledge of the local urban development program. Knowledge and experience with citizens organization groups. Ability to evaluate social problems and make proper referrals to social agencies. Ability to converse with neighborhood residents and others at their level of understanding.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Considerable professional experience in social work or closely related field with a special aptitude for community organization work; or extensive experience in community organization at a lay level. Formal educational training may be substituted for a portion of such experience.

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PROJECT COUNSEL

CLASS TITLE: PROJECT COUNSEL

CLASS DEFINITION: This is professional legal work as attorney for the Department.

NATURE OF WORK: Under Department policy and the direction of Chief, Legal Affairs, acts as responsible legal representatative and counsel of the Department and staff.

Customary Tasks: Investigates suits or claims against the Department and does trial work in defending such suits. Institutes and tries civil suits in the courts on behalf of the Department. Performs condemnation procedures and performs legal work connected with the acquisition, management, disposition, construction and demolition of Department property. Prepares or reviews the legal documentation, contracts, resolutions, and other formal papers involved in the business affairs of the Department and other governmental and private entities. Advises Department members, officers and employees with respect to legal problems arising in connection with their duties. Represents the Department in conferences and other governmental agencies, and with corporations and individuals. Drafts legislation for the City Council where the interests of the Department are involved. Prosecutes cases of non compliance by contractors, tenants, redevelopers and others with the terms of their respective agreements and responsibilities. Performs legal research and prepares legal reports and recommendations for the Department, and/or its Executive Division.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of common and muncipal law, State laws, local ordinances, established precendents and sources of legal reference. Thorough knowledge of, facility for, and some court presentation experience in judicial procedures. Considerable skill and ability in analyzing, appraising and organizing facts, evidence and precedents concerned in cases and legal problems.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Experience in the Rhode Island courts in the general practice of law, including trial work, and graduation from an accredited college of law.

SPECIAL REQUIREMENT: Member of the Rhode Island Bar.

PUBLIC INFORMATION OFFICER

CLASS TITLE: Public Information Officer

CLASS DEFINITION: This is professional and technical work in the field of public relations.

NATURE OF WORK: Under the direction of the Director, develops and transmits promotional and explanatory material related to the various programs of the Department.

Customary Tasks: Keeps the minutes of all regular and special Departmental meetings. Prepares releases to news media on Department activities. Prepares slide programs and exhibits of renewal activities for presentation to community groups on request. Prepares and arranges for the publication of the Annual Report. Prepares basic materials for and conducts guided tours of project areas for school groups and other interested organizations. Responds to requests for interviews by persons seeking specific information related to the local urban development program. Attends selected meetings of other community groups and organizations to familiarize himself with and report on community goals and objectives. Prepares letters, histories and special reports for the Director. When directed, represents the executive staff at conferences to discuss and explain urban development activities.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of reporting techniques and working requirements of news media. Knowledge of the elements and techniques of urban development programming. Ability to meet and confer with technical groups and with the general public on redevelopment matters. Ability to establish and maintain effective working relationships with City officials and the general public. Ability to plan, write and edit promotional and informational materials.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Considerable experience as a public information or public relations officer for a large governmental organization, preferably an urban development agency, or for a commercial firm or institution. Formal educational training may be substituted for a portion of such experience.

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REAL ESTATE AIDE

CLASS TITLE: Real Estate Aide

CLASS DEFINITION: This is general office work in connection with real estate activities of the Department.

NATURE OF WORK: Under the direction of the supervisor of Real Estate, performs various tasks in the acquisition and/or disposition of real property.

Customary Tasks: Collects and prepares data needed for the planning and execution of land acquisition and/or disposition. Assists in arranging for appraisal, negotiation and title services required for land acquisition and/or disposition activities. Assists in the review of submissions of prospective sponsors for compliance with Federal and Department stipulations. Assists in the preparation of documents and records necessary for disposition procedures. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: General knowledge of real estate and appraisal practices. Knowledge of Federal regualtions and practices governing land acquisition and disposition. Ability to maintain accurate records.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Experience in real estate activities preferably with an urban development agency; or experience in the maintenance of office and property records.

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REAL ESTATE OFFICER

CLASS TITLE: Real Estate Officer

CLASS DEFINITION: This responsible administrative work in the acquisition of real estate in urban renewal and demolition project areas.

NATURE OF WORK: Under the direction of the Supervisor of Real Estate, conducts all land acquisition activities of the Department.

CUSTOMARY TASKS: In ccoperation with the Project Counsel, executes Department functions in the acquisition of real property. Prepares all real estate data needed for the planning and execution of land acquisition activities in urban renewal projects. Arranges for appraisal, negotiation and title services required for land acquisition proceedings. Supervises and directs work of appraisers and negotiators to assure compliance with State and Federal Law. Reviews and approves appraisal reports and reoommends property settlement figures. Arranges and attends title closings. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of real estate practices, approval practices and Federal appraisal and procedures governing land acquisition and title services. Working knowledge of real estate law. Skill in the conduct of negotiations.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Considerable experience in real estate activities in an urban development agency, or extensive experience with a land development company or realtor. Formal educational training may be substituted for a por portion of such experience.

REHABILITATION SPECIALIST

CLASS TITLE: Rehabilitation Specialist

CLASS DEFINITION: This is professional technical work in the rehabilitation of residential and commercial real property.

NATURE OF WORK: Under the supervision of the Supervisor of Rehabilitation Service, arranges for and provides general and technical assistance in the rehabilitation, remodeling or other modification of existing buildings and structures and related land areas.

Customary Tasks: Provides general architectural and engineering design and supervisory services for the improvement of properties, and estimates of costs for recommended improvements. Provides guidance in contractual and organizational matters for rehabilitation activities. Provides architectural sketches of real properties to assist in the visualization of the effects of rehabilitation work. Designs and draws up specifications for structures to be used as demonstration homes. Works with outside public and private agencies engaged in rehabilitation activities. Assists in the compilation of materials for public presentation. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of City and State codes and ordinances relative to new construction, rehabilitation and site improvements. Knowledge of building construction and modification methods and cost estimating. Ability to work with the general public and with private community organizations.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Experience ranging from limited to extensive in the field of rehabilitation under public or private auspices, building construction and/or management, architectural design services or related fields is required for the various levels within the range of assignable responsibilities in this position. Formal educational training may be substituted for a portion of such experience.

RENEWAL INSPECTOR I

CLASS TITLE: Renewal Inspector I

CLASS DEFINITION: Conducts field inspections and makes reports relative to the determination of housing quality within assigned areas and violations of the minimum standards housing ordinance.

DISTINGUISHING FEATURES OF WORK: Work involves the responsibility for making field inspections of dwellings and submitting reports for the purpose of preventing the formation and spread of blight through the enforcement of the minimum standards housing ordinance and other pertinent laws and ordinances. Instructions are received concerning general departmental policies and procedures, but individual is expected to carry out responsibilities independently. Work is supervised by a superior.

ILLUSTRATIVE EXAMPLES OR WORK: Personally inspects dwellings to determine their fitness for human habitation by examination of their structural safety, sanitary facilities, means of egress, lighting, ventilation, electrical equipment heating equipment and refrigeration equipment. Inspections also include examination of dwellings for overcrowding and maintenance of structures and equipment. Fills out inspection record forms, prepares notices of violations, re-inspects substandard dwellings, by persuasion and tact gains compliance of landlords and tenants prepares other detailed records and reports, and performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Should have familiarity with housing code. Ability to draw floor plan sketches and locate exits, windows, sanitary facilities, etc. Must have keenness of perceptions, ability to deal with people, good manners and appearance, and good health.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: High school graduation and preferably experience in public health, housing, structural engineering, architecture or related work.

RENEWAL INSPECTOR II

CLASS TITLE: Renewal Inspector II

CLASS DEFINITION: Responsible inspectional work undertaking housing surveys and field inspection of dwellings to determine housing quality within neighborhoods and violations of the Minimum Housing Standards Ordinance.

DISTINGUISHING FEATURES OF WORK: Work involves inspection of dewllings within assigned areas, the purpose of which is, through housing code enforcement and/or American Public Health Association procedures, to prevent the formation and spread of blight. Inspections will determine whether dwellings are structurally safe, have adequate sanitary facilities, means of egress, heating and refrigeration equipment, lighting, ventilation and electrical facilities, floor space per occupant and are maintained in a safe and sanitary manner. Inspectors will issue when necessary notices of housing code violation to owners and/or tenants to correct defects, follow through by re-inspections to obtain compliance and, when necessary, testify at the appropriate time and place in the prosecution of violaters. General supervision is received from a superior. May be assigned supervisory duties in training of Housing Inspectors I.

ILLUSTRATIVE EXAMPLES OF WORK: Personally inspects dwellings to determine their fitness for human habitation, fills out inspection record forms and/or American Public Health Association schedules. Where required prepares notices of violation, re-inspects dwellings to determine degree of compliance, by persuasion and tact gains cooperation of landlords and tenants, prepares other detailed and careful records and performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Male, 25-55 years of age. Should have familiarity with housing code, and/or American Public Health Association methods of housing analysis. Ability to draw floor plan sketched and locate exits, windows, sanitary facilities, etc. Ability to deal tactfully, persuasively and firmly with people, recognizing their individual problems. Ability to advise owner and tenants on means of complying with code, with clear and simple explantory language, orally and in writing. Must have kneenness of perception, ability to deal with people, good manners and good health and appearance.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major courses in public health, civil engineering, architecture, or related field. Considerable responsible experience in public health, housing, structural engineering, architecture, or related work. High school graduation plus considerable responsible experience in the above fields may be substituted for educational requirements.

RENEWAL INSPECTOR III

CLASS TITLE: Renewal Inspector III

CLASS DEFINITION: Responsible inspectional work undertaking housing surveys and field inspection of dwellings to determine housing quality within neighborhoods and violations of the minimum standards housing ordinance.

DISTINGUISHING FEATURES OF WORK: Work involves inspection of dwellings within assigned areas, the purpose of which is, through housing code enforcement, to prevent the formation and spread of blight. Inspections will determine whether dwellings are structurally safe, have adequate sanitary facilities, means of egress, heating and refrigeration equipment, lighting, ventilation and electrical facilities, floor space per occupant and are maintained in a safe and sanitary manner. Inspectors will issue necessary notices of violation to owners and/or tenants to correct defects, follow through by re-inspections to obtain compliance and, when necessary, testify at the appropriate time and place in the prosecution of violators. General supervision is received from a superior.

ILLUSTRATIVE EXAMPLES OF WORK: Personally inspects dwellings to determine their fitness for human habitation, fills out inspection record forms, prepares notices of violation, reinspects dwellings to determine degree of compliance, by persuasion and tact gains cooperation of landlords and tenants, prepares other detailed and careful records and performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Should have familiarity with housing code. Ability to draw floor plan sketches and locate exits, windows, sanitary facilities, etc. Ability to deal tactfully, persuasively and firmly with people, recognizing their individual problems. Ability to advise owner and tenants on means of complying with code, with clear and simple explanatory language, orally and in writing. Must have keeness of perception, ability to deal with people, good manners and good health and appearance.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major courses in public health, civil engineering, architecture, or related field. Considerable responsible experience in public health, housing, structural engineering, architecture, or related work. Two years experience in an administrative or supervisory capacity in housing code enforcement work. High school graduation plus considerable responsible experience in the above fields may be substituted for educational requirements.

RESEARCH ASSISTANT

CLASS TITLE: Research Assistant

CLASS DEFINITION: This is professional and technical work in the field of research.

NATURE OF WORK: Under the direction of the Division Chief and the senior research assistant, contributes to the preparation of evaluation reports concerning Department programs and analyses of programs of other city departments and agencies, on matters concerning municipal finance and state and/or federal eligibility requirements for various financial assistance programs.

CUSTOMARY DUTIES: Drafts special research reports and performs special research tasks, as directed.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Adequate knowledge of the Department's programs and other municipal programs that might require the services of the research division. Ability to prepare clear, concise reports on technical matters related to urban planning and economic development.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Bachelor's degree in business administration or economics or in some other educational field related to research; or a minimum of three (3) years experience in research activities closely related to those of the Department.

SENIOR DRAFTSMAN

(DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT)

CLASS TITLE: Senior Draftsman

CLASS DEFINITION: Drafting and rendering performed in connection with city planning and urban development programs.

DISTINGUISHING FEATURES OF WORK: Application of professional engineering and architectural knowledges and skills to all graphics phases of the city planning program. Duties are performed under the general direction of the Supervisor of Graphics. Considerable latitude is allowed for independent judgment in planning and supervising work details.

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

DESIRABLE KNOWLEDGES AND SKILLS: Superior knowledge of the principles and practices of drafting and rendering. Ability to delineate designs and supervise the preparation of simple and complex graphics.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with degree in planning or related field, preferably Architecture or Landscape Architecture, or three years' experience in a responsible position in the field of city planning including one year's experience in a supervisory capacity.

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SENIOR PLANNER

CLASS TITLE: Senior Planner

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

DISTINGUISHING FEATURES OF WORK: Under supervision of the Chief, Division of Planning and the Planning Supervisor the Senior Planner is charged with responsibility for administering the policies of the Department; for assigning and reviewing work within the scope of his responsibility. 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 Planning Supervisor participates in the organization and development of the planning and urban development program. Executes technical tasks of a complex nature. Assists in the compilation and interpreation of physical, social and economic data used in the analysis of planning and urban development problems and in the design of the solution to these problems. Assists in the evaluation of data affecting location and design of projects. When required, represents the Planning Supervisor at conferences to discuss and explain Divisional activities.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Detailed knowledge of the elements and techniques involved in city planning, involving capital improvements and urban development 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 development matters. Knowledge of regular procedures in drafting and ability to 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 related field, supplemented by two years' experience in a responsible position in the field of city planning; a Master's Degree in planning or related

field may be substituted for two years of required experience; or four years of professional experience of an eminently satisfactory nature in a planning office, demonstrating that the applicant has the ability to perform the duties of this position.

SENIOR RESEARCH ASSISTANT

CLASS TITLE: Senior Research Assistant

CLASS DEFINITION: This is professional and administrative work in the field of research.

NATURE OF WORK: In addition to providing general assistance to the Division Chief, has the basic responsibility for program evaluation and development. Working closely with all assistants in the division, writes program evaluations and analyzes programs submitted by other divisions or city departments on matters concerning municipal finance and state and/or federal eligibility requirements for various financial assistance programs.

Customary duties: Assists in the Administration of the Division, including the work performance of all Division employees. Prepares special research reports and performs special research tasks, as directed. Reviews and approves all research reports before they are drafted in final form. Reviews reports from consultants, as directed, and serves as Department liaison with economic and marketing consultants.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Complete knowledge of the Department's programs and of city problems that require research services. Ability to communicate effectively through oral and written presentations at the top management level. Ability to maintain good working relationships with the Department's consultants.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Bachelor's degree in business administration or economics or in some other educational field related to research or a minimum of four years experience in research activities closely related to those of the Department, including one year in a supervisory position.

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SOCIAL CASE WORKER

(DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT)

CLASS TITLE: Social Case Worker

CLASS DEFINITION: General duty social case work involving investigation of eligibility for public assistance; and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves general duty social case work investigating applicants for and recipients of public assistance to determine eligibility for relief, medical care, relocation services, hospitalization, or necessity for continuation of such forms of public assistance. Employees of this class determine needs in accordance with well defined budget standards. Case work reports and decisions as to disposition of cases and nature of cases and nature of assistance to be granted are reviewed by a superior, while actual investigations and interviews are conducted independently, subject only to general departmental policies and regulations.

ILLUSTRATIVE EXAMPLES OF WORK: Determines eligibility and extent of need for relief, hospitalization, medical care or entrance to certain institutions through social case work investigations of applicants for, or recipients of relief, including investigations of financial resources, employment history and availability for work for all family member, and related data. Interprets functions of Welfare Department to clients and determines amount and nature of assistance to be granted. Makes rehabilitation plans including referral to known employment possibilities, to a vocational counselor, or other agencies. Maintains complete histories on all assigned cases. Attends and participates in staff conferences. Makes reports as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Some knowledge of the methods of making social case work investigations. Ability and willingness to learn professional case work methods and techniques. A knowledge of public and private community and state resources and agencies which might be helpful in handling specific cases. Ability to establish and maintain satisfactory relationships with welfare applicants and recipients.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university, or at least one year of experience as a full time social case worker in a public or private social case work agency.

SUPERVISOR

(LONG RANGE PLANNING)

CLASS TITLE: Supervisor (Long Range Planning)

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

DISTINGUISHING FEATURES OF WORK: Under supervision of the Division Chief, the Planning Supervisor is charged with responsibility for administering the policies of the Department; 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 Section. May act for the Division Chief 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 OR WORK: Supervises and participates in the organization and development of the planning and urban development program. Executes administrative or technical tasks of a complex nature. Makes work assignments and supervises one or more Sections of a technical staff in the compilation and interpretation of physical, social and economic data used in the analysis of planning and urban development problems and in the design of a solution to these problems. Acts as technical advisor to the staff on all planning and urban development studies; coordinates the various phases of staff activities; assists the Division Chief in the development of detailed project planning; and coordinates Section activities with related activities. Assists in the evaluation of data affecting location and design of projects. When required, represents the Division Chief at conferences to discuss and explain planning and urban development.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Detailed knowledge of the elements and techniques involved in planning and urban development involving capital improvements, redevelopment and urban development 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 development matters. Knowledge of regular procedures in drafting and ability to compile comprehensive reports and make recommendations for the practicable application of findings. Ability to establish

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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 related field, supplemented by three (3) years' experience in a responsible position in the field of city planning. A Master's Degree in planning or related field may be substituted for one (1) year of required experience; or five (5) years' experience in a responsible position in the field of city planning including two years experience in a supervisory capacity.

SUPERVISOR

(CURRENT PLANNING)

CLASS TITLE: Supervisor (Current Planning)

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

DISTINGUISHING FEATURES OF WORK: Under supervision of the Division Chief, the Planning Supervisor is charged with responsibility for administering the policies of the Department; 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 Section. May act for the Division Chief 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 development program. Executes administrative or technical tasks of a complex nature. Makes work assignments and supervises one or more Sections of a technical staff in the compilation and interpretation of physical, social and economic data used in the analysis of planning and urban development problems and in the design of a solution to these problems. Acts as technical advisor to the staff on all planning and urban development studies; coordinates the various phases of staff activities; assists the Division Chief in the development of detailed project planning; and coordinates Section activities with related activities. Assists in the evaluation of data affecting location and design of projects. When required, represents the Division Chief at conferences to discuss and explain planning and urban development.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Detailed knowledge of the elements and techniques involved in planning and urban development involving capital improvements, redevelopment and urban development 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 development matters. Knowledge of regular procedures in drafting and ability to 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 related field, supplemented by three years' experience in a responsible position in the field of city planning, a Master's Degree in planning or related field may be substituted for one year of required experience; or five years' experience in a responsible position in the field of city planning including two years experience in a supervisory capacity.

SUPERVISOR

(PROJECT PLANNING)

CLASS TITLE: Supervisor (Project Planning)

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

DISTINGUISHING FEATURES OF WORK: Under supervision of the Division Chief, the Planning Supervisor is charged with responsibility for administering the policies of the Department; 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 Section. May act for the Division Chief 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 development program. Executes administrative or technical tasks of a complex nature. Makes work assignments and supervises one or more Sections of a technical staff in the compilation and interpretation of physical, social and economic data used in the analysis of planning and urban development problems and in the design of a solution to these problems. Acts as technical advisor to the staff on all planning and urban development studies; coordinates the various phases of staff activities; assists the Division Chief in the development of detailed project planning; and coordinates Section activities with related activities. Assists in the evaluation of data affecting location and design of projects. When required, represents the Division Chief at conferences to discuss and explain planning and urban development.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Detailed knowledge of the elements and techniques involved in planning and urban development, involving capital improvements, redevelopment and urban development 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 development matters. Knowledge of regular procedures in drafting and ability to 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 related field, supplemented by three years' experience in a responsible position in the field of city planning, a Master's Degree in planning or related field may be substituted for one year of required experience; or five years' experience in a responsible position in the field of city planning including two years experience in a supervisory capacity.

SUPERVISOR

(GRAPHICS)

CLASS TITLE: Supervisor (Graphics)

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

DISTINGUISHING FEATURES OF WORK: Under supervision of the Division Chief, the Planning Supervisor is charged with responsibility for administering the policies of the Department; 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 Section. May act for the Division Chief 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 judgement 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 development program. Executes administrative or technical tasks of a complex nature. Makes work assignments and supervises one or more Sections of a technical staff in the compilation and interpretation of physical, social and economic data used in the analysis of planning and urban development problems and in the design of a solution to these problems. Acts as technical advisor to the staff on all planning and urban development studies; coordinates the various phases of staff activities; assists the Division Chief in the development of detailed project planning; and coordinates Section activities with related activities. Assists in the evaluation of data affecting location and design of projects. When required, represents the Division Chief at conferences to discuss and explain planning and urban development.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Detailed knowledge of the elements and techniques involved in planning and urban development, involving capital improvements, redevelopment and urban development 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 development matters. Knowledge of regular procedures in drafting and ability to 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 related field, supplemented by three years' experience in a responsible position in the field of city planning, a Master's Degree in planning or related field may be substituted for one year of required experience; or five years' experience in a responsible position in the field of city planning including two years experience in a supervisory capacity.

SUPERVISOR

(TRAFFIC PLANNING)

CLASS TITLE: Supervisor (Traffic Planning)

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

DISTINGUISHING FEATURES OF WORK: Under supervision of the Division Chief, the Planning Supervisor is charged with responsibility for administering the policies of the Department; 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 Section. May act for the Division Chief 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 judgement 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 development program. Executes administrative or technical tasks of a complex nature. Makes work assignments and supervises one or more Sections of a technical staff in the compilation and interpretation of physical, social and economic data used in the analysis of planning and urban development problems and in the design of a solution to these problems. Acts as technical advisor to the staff on all planning and urban development studies; coordinates the various phases of staff activities; assists the Division Chief in the development of detailed project planning; and coordinates Section activities with related activities. Assists in the evaluation of data affecting location and design of projects. When required, represents the Division Chief at conferences to discuss and explain planning and urban development.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Detailed knowledge of the elements and techniques involved in planning and urban development, involving capital improvements, redevelopment and urban development 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 develop-

ment matters. Knowledge of regular procedures in drafting and ability to 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 related field, supplemented by three years' experience in a responsible position in the field of city planning, a Master's Degree in planning or related field may be substituted for one year of required experience; or five years' experience in a responsible position in the field of city planning including two years experience in a supervisory capacity.

SUPERVISOR OF BUSINESS RELOCATION AND PROPERTY MANAGEMENT

CLASS TITLE: Supervisor of Business Relocation and Property Management

CLASS DEFINITION: This is administrative, professional and technical work in the fields of business relocation and property management.

NATURE OF WORK: Under the direction of the Chief of Project Development, supervises the administration of the Department's business relocation program and the management of property acquired by the Department.

Customary duties: Supervises the preparation of surveys of business firms to be displaced by Departmental action and the dissemination of information concerning available space to the displaced businesses. Assumes personal direction of exceptionally difficult business relocation cases. Supervises the preparation of occasional evaluations of the business relocation program in order to improve it. Supervises studies of the business relocation impact of proposed renewal projects. Supervises the drafting of bid documents for demolition and various other management activities; the collection of rents and the scheduling of notices to vacate and notices of eviction; and the administration of demolition, rodent control and other management activities.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of renewal procedures and contractual relationships. Knowledge of businessman's problems in a displacement situation. Familiarity with various federal and other assistance programs available to displaced businesses. Ability to explain these programs to businessmen and assist businesses in taking advantage of the programs. Ability to prepare progress reporting systems and graphic material related to project development. Ability to develop and maintain good working relationships with contractors, site occupants and other city departments.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university or considerable experience in the supervision of business relocation and property management.

SUPERVISOR OF ENGINEERING
(DEPT OF PLANNING and URBAN DEVELOPMENT)

CLASS TITLE: Supervisor of Engineering

CLASS DEFINITION: This is professional administrative and technical work in the conduct of all engineering activities undertaken by the Department.

NATURE OF WORK: The Supervisor of Engineering is responsible to the Chief, Project Development for all the work of the section.

CUSTOMARY TASKS: Conducts preliminary investigations and surveys in connection with project planning and redevelopment. Plans and supervises the design and preparation of engineering plans, specifications and contracts for public improvements in renewal projects. Conducts engineering inspection and testing. Plans and prepares contracts for, supervises and inspects demolition activities. Reports to the Chief on the plans and activities of other bodies engaged in the construction of public works as they relate to project work. Supervises the recording of engineering data, plans, maps and other technical data. Prepares reports as required and supplies information relative to engineering problems and activities of the Department.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of civil engineering with special reference to municipal engineering and construction. Thorough knowledge of applicable Federal, State and municipal legislation related to engineering activities. Ability to administer, and to plan and direct the work of an engineering staff engaged in the investigation and design of a wide variety of public improvements. Ability to supervise field activities and construction and to maintain cooperative relationships with city and state officials.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Extensive experience of an eminently satisfactory nature in professional and administrative capacity in civil engineering, preferably in an urban development agency; graduation from an accredited college or university and certification as a professional engineer.

SUPERVISOR OF ENFORCEMENT

CLASS TITLE: Supervisor of Enforcement

CLASS DEFINITION: Responsible professional and supervisory work in the conduct of surveys and field inspection of dwellings to determine housing quality and violations of the minimum standards housing ordinance.

DISTINGUISHING FEATURES OF WORK: Responsible for execution of surveys and field inspection of dwellings and reporting findings and violations to a superior. Wide opportunity is offered for professional skill and individual initiative under the guidance and supervision of a superior. Supervision is exercised over a staff of housing inspectors.

ILLUSTRATIVE EXAMPLES OF WORK: Organizes, plans, and directs the execution of surveys and inspection of dwellings in areas specified by a superior. Reviews findings of inspections and submits reports of all code violations and housing conditions to superior. Assists in conduct of in-service-training program for inspecting staff. Interprets the housing ordinance to owners, tenants, contractors, real estate brokers, architects, and other interested persons. Notifies owners, tenants or other responsible persons of corrections to be made. Supervises general office procedures and maintenance of records of all operation.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the codes and ordinances governing the construction, location, design and occupancy of dwellings, and ability to interpret these to interested persons. Ability to establish effective working relationships with owners, tenants, contractors, and other responsible persons. Ability to lay out and review the work of others and keep complete and accurate records. Ability to train and supervise inspecting staff.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major courses in public health, civil engineering, architecture, or other degree with experience in public health, housing structural engineering, architecture, or related work. Five years experience in a supervisory capacity and in a minimum housing standards program.

SUPERVISOR OF FAMILY RELOCATION

CLASS TITLE: Supervisor of Family Relocation

CLASS DEFINITION: Responsible supervisory work connected with the relocating of families and businesses displaced as a result of any public works or redevelopment project undertaken in the city.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for ascertaining lists of vacant rentals which can be made available to families and businesses displaced as a result of condemnation or direct purchase for public works or redevelopment projects undertaken in the city. Supervision is exercised over a staff of social case workers, special assistants, clerks, stenographers or other employees as may be required from time to time.

ILLUSTRATIVE EXAMPLES OF WORK: Conducts interviews either in person or through social case workers or other assistants designated by him with families or businessmen who may be displaced by any public works or redevelopment project and refers them to new locations.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Considerable administrative ability and public relations skill. Ability to plan and assign work so that dead lines can be met in relocating families and businesses effectively so that undue delay is not encountered in awarding demolition and construction projects.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university or several years of administrative experience preferably in housing or allied fields.

SUPERVISOR OF INDUSTRIAL AND WHOLESALE DEVELOPMENT

CLASS TITLE: Supervisor of Industrial and Wholesale Development

CLASS DEFINITION: This is administrative and professional work in the field of economic development.

NATURE OF WORK: Responsible to the Chief, Division of Economic Development, and assists the chief in developing and carrying out a program of industrial and wholesale development.
Customary duties: Drafts reports and performs various duties related to industrial and wholesale development.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of local industrial climate. Familiarity with locations, particularly those within renewal projects, that offer opportunities for development by manufacturing and wholesaling companies. Knowledge of operating procedures and needs of these types of industry. Ability to promote the city as a good location for growth by these industries.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university, or considerable experience related to economic development.

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SUPERVISOR OF OFFICE AND SERVICE INDUSTRY

CLASS TITLE: Supervisor of Office and Service Industry

CLASS DEFINITION: This is administrative and professional work in the field of economic development.

NATURE OF WORK: Responsible to the Chief, Division of Economic Development, and assists the chief in developing and carrying out a program for office and service space industry.

Customary duties: Drafts reports and performs various duties related to the growth of office and service space industry within the city.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of existing local industrial climate. Knowledge of local renewal projects that present opportunities for participation by office and service space industry. Knowledge of locations outside renewal projects that present good development opportunities for office and service space industry. Knowledge of operating procedures and needs of this type of industry. Ability to promote the city as a good location for growth by these industries.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university, or considerable experience related to economic development.

SUPERVISOR OF PORT DEVELOPMENT

CLASS TITLE: Supervisor of Port Development

CLASS DEFINITION: This is administrative and professional work in the field of economic development.

NATURE OF WORK: Responsible to the Chief, Division of Economic Development, and assists the Chief in developing and carrying out a program of port development.
Customary duties: Drafts reports and performs various duties in the field of port development, as directed.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of the municipal port: its current status, trends in its usage, its advantages and disadvantages. Knowledge of the operating procedures and needs of businesses now using the port and potential users. Ability to promote greater use of the port by communicating its advantages to businesses and developing programs for increasing the port's attractiveness to customers. Ability to work with local civic and business organizations, such as the Greater Providence Chamber of Commerce, in furthering port development.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university, or considerable experience in economic development work.

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SUPERVISOR OF REAL ESTATE

CLASS TITLE: Supervisor of Real Estate

CLASS DEFINITION: This is professional administrative work in the conduct of real estate activities.

NATURE OF WORK: The Supervisor of Real Estate is responsible to the Chief, Project Development, for all the work of the section.

CUSTOMARY TASKS: In cooperation with the Legal Division, directs and supervises operations in the acquisition of real property. Directs the preparation of contracts for appraisals and title examinations and documents related to condemnation proceedings. Conducts negotiations for the purchase, leasing, or disposition of real property owned or to be owned by the Agency. Exercises general supervision of industrial and commercial promotion activities. Coordinates all real estate functions internally and with the Federal, State and City governments, and with the general public.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Extensive knowledge of basic objectives, policies and procedures involving real estate under applicable federal, state and municipal legislation in the field of urban development. Thorough knowledge of real estate practices, real estate law, appraisal practices, real estate marketing, and land development. Skill in the conduct of negotiations.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Extensive experience of an eminently satisfactory nature in a professional real estate and administrative capacity, preferably in urban development, or related field of comparable complexity. Formal educational training may be substituted for a portion of such experience.

SUPERVISOR OF REHABILITATION SERVICES

CLASS TITLE: Supervisor of Rehabilitation Services

CLASS DEFINITION: This is professional administrative work in the conduct of all rehabilitation activities undertaken by the Department.

NATURE OF WORK: The Supervisor of Rehabilitation is responsible to the Chief, Division of Community Services for all activities of the section.

Customary Tasks: Develops, recommends and administers accepted policies and schedules of the Rehabilitation service in the coordination and execution of a broad general and technical assistance program designed to effect the rehabilitation, conservation and restoration of residential and commercial structures and associated land areas in urban development projects. Exercises independent judgement in interpreting general progress and work for compliance with standards and policies of the Department and applicable local and Federal Legislation. Coordinates other on-site activities within rehabilitation projects such as relocation, property management, site improvement, enforcement of all City codes and ordinances. Aids in the establishment and operation of project and city-wide groups to assist in rehabilitation work. Represents the Chief at conferences when required to discuss and explain local urban renewal rehabilitation objectives. Acts as liaison officer with Federal agencies, banks, and other public and private agencies.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Extensive knowledge of the basic objectives, policies and rehabilitation and code enforcement procedures under applicable Federal, State and municipal legislation. General knowledge of city planning, building construction and finance. Ability to establish and administer an effective rehabilitation program. A demonstrated ability to establish and maintain effective working relationships with public and private groups.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Extensive experience of an eminently satisfactory nature in a professional administrative capacity preferably in urban development or related field of comparable complexity. Formal educational training may be substituted for a portion of such experience.

TRAFFIC PLANNER

CLASS TITLE: Traffic Planner

CLASS DEFINITION: Responsible traffic engineering work at the professional level involving supervision of others.

DISTINGUISHING FEATURES OF WORK: Develops and applies technical procedure in survey and analysis of factual data. Prepares engineering designs for channelization, intersectional facilities, traffic signal installations, parking meter layouts and other traffic engineering installations.

ILLUSTRATIVE EXAMPLES OF WORK: Designs construction plans for channelization of intersections, intersectional redesign, traffic layouts for curb parking, parking arrangements for off-street parking facilities, traffic signs and pavement marking plans. Plans, supervises and analyzes traffic surveys and studies and individually prepares reports relating to traffic volumes, vehicle classification, parking demands, origin and destination, gravity models and one-way streets. Investigates and makes recommendations concerning stop control, parking, loading zones and one-way streets. Prepares plans for through streets, one-way streets and parking areas. Computes traffic signal phasing and offsets to regulate traffic volume and to provide progressive speeds through traffic signal systems.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the principles and techniques of traffic engineering. Ability to assemble and analyze factual traffic engineering data. Ability to establish and maintain cooperative relationships with municipal officials and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major courses in civil engineering and graduation from a recognized traffic engineering school, or considerable experience in traffic engineering.

1/67

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER: 1832

NO: 158 AN ORDINANCE AMENDING CHAPTER 1791, "ESTABLISHING A COMPENSATION PLAN FOR THE CITY OF PROVIDENCE", AS APPROVED SEPTEMBER 26, 1966, RELATIVE TO POSITIONS IN THE DEPARTMENT OF PUBLIC WORKS-FAMILY and BUSINESS RELOCATION SERVICE, CITY PLAN COMMISSION, PROVIDENCE REDEVELOPMENT AGENCY, MINIMUM HOUSING STANDARDS DIVISION AND DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT.

Approved: February 25, 1967

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. Section 1 of Chapter 1791 of the Ordinances of the City of Providence, approved September 26, 1966, is hereby amended in the following manner:

DELETE:

Family and Business Relocation Administrator	10,660.00
Assistant Administrator of Relocation	8,060.00
Intergroup Specialist	7,020.00
Social Case Worker	(Prevailing State Wage)
Housing Inspector I	5,585.32
Housing Inspector II	6,056.96
Housing Inspector III	7,140.64
Case Work Supervisor	(Prevailing State Wage)
Deputy Planning Director	11,492.00
Principal Planner	9,807.20 10,561.20
Senior Planner	8,136.44 8,677.24
Associate Planner	6,822.40 7,412.08
Assistant Planner	5,876.00 6,633.12
Planning Aide	5,151.64 5,826.60
Deputy Director (R.A.)	11,492.00
Special Administrative Assistant (R.A.)	6,100.64
Assistant to Executive Director (R.A.)	9,256.00
Senior Engineer (R.A.)	10,129.60
Project Director (R.A.)	10,144.16
Research Officer (R.A.)	9,256.00
Chief of Redevelopment Project Planning (R.A.)	9,256.00
Senior Redevelopment Project Planner (R.A.)	8,136.44 8,677.24
Associate Redevelopment Project Planner (R.A.)	6,822.40 7,412.08
Redevelopment Project Planner (R.A.)	5,770.96 7,005.96

DELETE - cont'd

Assistant Research Officer	7,560.80
Real Estate Aide (R.A.)	5,770.96 7,005.96
Draftsman (R.A.)	4,998.24 5,626.40
Research Aide (R.A.)	6,822.40 7,412.08
Management Agent (R.A.)	6,822.40 7,412.08
Management Aide (R.A.)	6,822.40 7,412.08
Industrial Representative (R.A.)	6,822.40 7,412.08
Business Relocation Officer (R.A.)	9,256.00
Assistant Business Relocation Officer (R.A.)	6,822.40 7,412.08
Real Estate Officer (R.A.)	9,256.00
Chief of Renewal Services (R.A.)	9,256.00
Assistant Real Estate Officer (R.A.)	6,822.40 7,412.08
Chief Industrial Representative (R.A.)	9,256.00
Business Office Manager (R.A.)	7,870.72
Land Disposition Officer (R.A.)	9,256.00
Urban Renewal Counsel (R.A.)	9,256.00
Rehabilitation Specialist (R.A.)	7,559.76 8,959.60
Rehabilitation Officer (R.A.)	9,256.00 10,259.60
Director of Minimum Housing Standards Division	12,220.00
Deputy Director (Minimum Housing)	9,100.00

ADD:

Assistant to Director (Dept of Planning and Urban Development)	9,256.00 10,259.60
Public Information Officer	8,500.00
Chief of Project Development	13,232.96
Supervisor of Business Relocation and Property Management	9,807.20 10,561.20
Business Relocation Officer	9,256.00 10,259.60
Management Officer	8,136.44 8,677.24
Management Aide (Dept of Planning and Urban Development)	6,822.40 7,412.08

ADD - cont'd

Supervisor of Real Estate	9,807.20 10,561.20
Land Disposition Officer	9,256.00 10,259.60
Real Estate Officer	9,256.00 10,259.60
Real Estate Aide	5,770.96
Supervisor of Engineering (Department of Planning and Urban Development)	10,129.60
Engineering Aide (Department of Planning and Urban Development	5,278.00
Chief, Division of Planning	13,232.96
Supervisor (Long Range Planning)	10,144.16 11,492.00
Supervisor (Current Planning)	10,144.16 11,492.00
Supervisor (Project Planning)	10,144.16 11,492.00
Supervisor (Graphics)	9,807.20 10,561.20
Supervisor (Traffic Planning)	9,807.20 10,561.20
Senior Planner	8,136.44 8,677.24
Associate Planner	6,822.40 7,412.00
Assistant Planner	5,876.00 6,633.12
Senior Draftsman (Department of Planning and Urban Development)	5,981.56 6,717.37
Draftsman (Department of Planning and Urban Development)	5,151.64 5,826.60
Traffic Planner	7,952.28 8,627.32
Chief, Division of Research	10,144.16 11,492.00
Senior Research Assistant	9,807.20 10,561.20
Research Assistant	6,822.40 7,412.08
Librarian	5,080.40

Supervisor of Enforcement	9,256.00 10,259.60
Chief, Fiscal Affairs	9,807.20 10,561.20
Fiscal Officer	8,136.44 8,677.24
Chief, Division of Code Enforcement	12,220.00
Renewal Inspector I	5,585.32
Renewal Inspector II	6,056.96
Renewal Inspector III	7,140.64
Chief, Division of Economic Development	10,144.16 11,492.00
Supervisor of Port Development	9,256.00 10,259.60
Supervisor of Office and Service Industry	9,256.00 10,259.60
Supervisor of Industrial and Wholesale Development	9,256.00 10,259.60
Chief, Division of Community Services	10,144.16 11,492.00
Supervisor of Family Relocation	8,136.44 8,677.24
Case Work Supervisor (Dept of Planning and Urban Development)	(Prevailing State Wage)
Social Case Worker (Dept of Planning and Urban Development)	(Prevailing State Wage)
Intergroup Specialist	7,020.00
Supervisor of Rehabilitation Services	9,256.00 10,259.60
Rehabilitation Specialist	7,559.76 8,959.60
Program Specialist	7,559.76 8,959.60
Financial Specialist	7,559.76 8,959.60
Chief, Division of Legal Services	12,220.00
Assistant Chief, Division of Legal Services	9,500.00
Project Counsel	7,559.76 8,677.24

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

THE COMMITTEE ON
Finance, Ordinances, Zoning & Planning
Public Improvements, Transportation & Planning
Recommends Passage
Clerk

APPROVED
FEB 2 5 1967
Joseph A. Doorley Jr.
MAYOR

IN CITY COUNCIL
FEB 2 - 1967
FIRST READING
READ AND PASSED
CLERK

IN CITY COUNCIL
FEB 1 6 1967
FINAL READING
READ AND PASSED
PRESIDENT
CLERK

V 5.

THE CITY OF PROVIDENCE

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1833

No. 159 AN ORDINANCE AMENDING CHAPTER 1792, "ESTABLISHING THE SALARIES AND COMPENSATION TO BE PAID TO THE SEVERAL CITY OFFICIALS AND EMPLOYEES HERE IN NAMED," AS APPROVED SEPTEMBER 26, 1966.

APPROVED February 25, 1967

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION I. Section 1 of Chapter 1792 of the Ordinances of the City of Providence, approved September 26, 1966, is hereby amended to read as follows:

Delete:

Planning Director (City Plan Commission)	$13,232.96 yr.
Executive Director (Redevelopment Agency)	13,232.96 yr.
Chief Counsel (Redevelopment Agency)	11,492.00 yr.
Attorney I (Redevelopment Agency)	7,560.80 - 8,122.40 yr.
Chairman, Board of Review (Minimum Housing Standards Division) $60.00 Per Meeting (not to exceed)	1,200.00 yr.
Member, Board Of Review (Minimum Housing Standards Division) $50.00 Per Meeting (not to exceed)	1,000.00 yr.

Add:

Director of Department of Planning and Urban Development	15,000.00 yr.
Chairman, Board of Review (Minimum Housing Standards) $60.00 Per Meeting (not to exceed)	1,200.00 yr.
Member, Board of Review (Minimum Housing Standards) $50.00 Per Meeting (not to exceed)	1,000.00 yr.

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

APPROVED
FEB 25 1967
Joseph A. Doorley Jr.
MAYOR

IN CITY COUNCIL
FEB 2 - 1967
FIRST READING
READ AND PASSED
Vincent Cesphea
CLERK

IN CITY COUNCIL
FEB 16 1967
FINAL READING
READ AND PASSED
Russell J. Boyle
PRESIDENT
Vincent Cesphea
CLERK

FILED
DEC 30 3 10 PM '66
DEPT. OF CITY CLERK
PROVIDENCE, R.I.

IN CITY COUNCIL
JAN 2 - 1967
READ: Laid on the Clerk's Desk, pending the appointment of the Committees of the City Council; Thereupon referred to the Committee on Finance; the Committee on Ordinances; and the Committee on Urban Redevelopment, Renewal and Planning.
Vincent Vespia
CLERK

5
THE COMMITTEE ON
Finance; Ordinances and Urban Redevelopment, Renewal and Planning
Recommends Passage
Vincent Vespia
1-27-67
Clerk

Councilman Mc Nulty, by request

V C.

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1834

No. 160 AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE, CHAPTER 1788, BY TRANSFERRING FROM, AS OF THE EFFECTIVE DATE OF THIS ORDINANCE, ALL CURRENT UNENCUMBERED BALANCES OF APPROPRIATIONS MADE TO SEVERAL ACCOUNTS BY SAID CHAPTER 1788, TO A NEW ACCOUNT ENTITLED, "DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT", #1-87-09.

Approved February 25, 1967

Be it ordained by the City of Providence:

SECTION 1. Chapter 1788 of the Ordinances of the City of Providence as approved September 26, 1966, and entitled: "An Ordinance Making Appropriation of $47,405,335.25 For the Support of the City Government For the Fiscal Year ending September 30, 1967", as amended, is hereby further amended, by authorizing and directing the City Controller and the City Treasurer to transfer from, as of the effective date of this ordinance, all unencumbered major item balances of those appropriations made to the following division and departments by Chapter 1788, which have been allotted:

"PUBLIC WORKS - FAMILY & BUSINESS RELOCATION"

"CITY PLAN COMMISSION"

"PROVIDENCE REDEVELOPMENT AGENCY"

"MINIMUM HOUSING STANDARDS DIVISION"

to the corresponding major items of allotted appropriations in a new account entitled: "DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT", #1-87-09.

SECTION 2. Chapter 1788 as described in Section 1 hereof, is further amended by authorizing and directing the City Controller and the City Treasurer to transfer from, as of the effective date of this ordinance, all unallotted major item balances of those appropriations made by Chapter 1788 to those divisions and departments enumerated in Section 1 hereof, to the major items of unallotted appropriations of a new account entitled, "DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT", #1-87-09.

SECTION 3. This ordinance shall take effect upon its passage and all ordinances or resolutions or parts thereof which are inconsistent herewith are hereby repealed.

IN CITY COUNCIL
FEB 2 - 1967
FIRST READING
READ AND PASSED
Vincent Cesphin
CLERK

APPROVED
FEB 25 1967
Joseph A. Doyle Jr.
MAYOR

IN CITY COUNCIL
FEB 16 1967
FINAL READING
READ AND PASSED
Russell J. Boyle
PRESIDENT
Vincent Cesphin
CLERK

No.

CHAPTER

AN ORDINANCE

FILED
DEC 30 3 10 PM '66
DEPT. OF CITY CLERK
PROVIDENCE, R.I.

IN CITY COUNCIL

JAN 2 - 1967

READ: Laid on the Clerks' Desk, pending the appointment of the Committees of the City Council; thereupon referred to the Committee on Finance; the Committee on Ordinances; and the Committee on Urban Redevelopment, Renewal and Planning.

Vincent Vespa
CLERK

Councilman Mc Nulty - by request

5

THE COMMITTEE ON
Finance, Ordinances and Urban Redevelopment, Renewal and Planning
Recommends Passage

Vincent Vespa
1-27-67
Clerk

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER: 1835

NO: 161 AN ORDINANCE AMENDING CHAPTER 1792, "ESTABLISHING THE SALARIES AND COMPENSATION TO BE PAID TO THE SEVERAL CITY OFFICIALS AND EMPLOYEES HEREIN NAMED", AS APPROVED SEPTEMBER 26, 1966, RELATIVE TO MAYOR'S OFFICE.

Approved: February 25, 1967

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. Section 1 of Chapter 1792 of the Ordinances of the City of Providence, approved September 26, 1966, as amended, is hereby further amended to read as follows:

Change:	From	To
Mayor's Administrative Assistant	$11,342.24 yr	$13,232.96 yr

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

IN CITY COUNCIL
FEB 2 - 1967
FIRST READING
READ AND PASSED
Vincent Vespia
CLERK

IN CITY COUNCIL
FEB 16 1967
FINAL READING
READ AND PASSED
Russell J. Boyle
PRESIDENT
Vincent Vespia
CLERK

APPROVED
FEB 25 1967
Joseph A. Doorley Jr
MAYOR

THE COMMITTEE ON

Recommends

Clerk