

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER : 1377

NO. 518 AN ORDINANCE AMENDING SECTION 73 of CHAPTER 1351
"ESTABLISHING THE CLASSES OF POSITION, THE MAXIMUM NUMBER
OF EMPLOYEES AND THE NUMBER OF EMPLOYEES IN CERTAIN CLASSES
IN THE CITY DEPARTMENTS", AS APPROVED SEPTEMBER 16, 1960.

APPROVED: December 16, 1960

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. Chapter 1351 of the Ordinances of the City of Providence approved September 16, 1960, is hereby amended to read as follows:

SECTION 73: PROVIDENCE REDEVELOPMENT AGENCY

That part which heretofore read: "The number of employees in the PROVIDENCE REDEVELOPMENT AGENCY shall not exceed twenty-four (24)"; shall hereafter read as follows: "The number of employees in the PROVIDENCE REDEVELOPMENT AGENCY shall not exceed thirty-eight (38)".

Delete: 1 Attorney II (Redev. Agency) (unc.)
2 Project Supervisor (Redev. Agency)
1 Assistant Project Supervisor (Redev. Agency)
1 Chief of Planning
1 Planner IV
1 Planner III
1 Planner II
1 Accountant II

Add: 2 Project Director
1 Research Officer
1 Chief Counsel (unc.)
1 Chief of Redevelopment Project Planning
2 Senior Redevelopment Project Planner
2 Associate Redevelopment Project Planner
2 Redevelopment Project Planner
2 Draftsman
2 Assistant Real Estate Officer
1 Management Agent
2 Management Aide
1 Associate Engineer II
2 Industrial Representative
1 Fiscal Officer
1 Clerk Stenographer II

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

IN CITY
COUNCIL

DEC 1 - 1960

FIRST READING
READ AND PASSED

Robert Whelan
CLERK

APPROVED

DEC 16 1960

Robert Whelan
MAYOR

IN CITY
COUNCIL

DEC 15 1960

FINAL READING
READ AND PASSED

Edward P. Quigley
PRESIDENT
Robert Whelan
CLERK

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 5378

NO. 519 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1, "ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY OF PROVIDENCE", APPROVED AUGUST 7, 1953.

APPROVED: December 16, 1960

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 respect:

| | | |
|----------------|--|-------|
| <u>Delete:</u> | Project Supervisor (Redevelopment Agency) | (535) |
| | Assistant Project Supervisor (Redevelopment Agency) | (539) |
| | Chief of Planning (Redevelopment Agency) | (729) |
| <u>Add:</u> | Project Director (Redevelopment Agency) | (713) |
| | Research Officer (" ") | (714) |
| | Chief of Redevelopment Project Planning (Redevelopment Agency) | (715) |
| | Senior Redevelopment Project Planner (Redevelopment Agency) | (716) |
| | Associate Redevelopment Project Planner (Redevelopment Agency) | (717) |
| | Redevelopment Project Planner (Redevelopment Agency) | (718) |
| | Draftsman (Redevelopment Agency) | (721) |
| | Assistant Real Estate Officer (Redevelopment Agency) | (731) |
| | Management Agent (Redevelopment Agency) | (723) |
| | Management Aide (" ") | (724) |
| | Industrial Representative (Redevelopment Agency) | (726) |
| | Fiscal Officer (Redevelopment Agency) | (728) |
| <u>Revise:</u> | Assistant to Executive Director (Redevelopment Agency) | (169) |
| | Chief Industrial Representative (Redevelopment Agency) | (732) |

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

IN CITY
COUNCIL
DEC 1 - 1960
FIRST READING
READ AND PASSED
Robert W. Helan
CLERK

APPROVED

DEC 16 1960

Walter H. Reynolds
MAYOR

IN CITY
COUNCIL

DEC 15 1960

FINAL READING
READ AND PASSED

Edward P. Douglas
PRESIDENT

Robert W. Helan
CLERK

ASSISTANT TO EXECUTIVE DIRECTOR (REDEVELOPMENT AGENCY)

CLASS TITLE: ASSISTANT TO EXECUTIVE DIRECTOR

CLASS DEFINITION: Responsible professional work in assisting the Executive Director in the conduct of various phases of the urban renewal program and related work as required.

DISTINGUISHING FEATURES OF WORK: Under the supervision of the Executive Director is responsible for planning and developing special activities of the urban renewal program. Work assignments are usually general in nature and afford wide latitude for the exercise of independent judgment. Work is reviewed in its broader aspects for compliance with the standards and policies of the Agency.

ILLUSTRATIVE EXAMPLES OF WORK: Participates in the planning and development of special redevelopment programs and projects. Prepares material used in the development of the urban renewal programs with particular reference to its community aspects. Assists the Executive Director in developing public understanding of the Agency's activities; and develops new administrative procedures and programs. When required, represents the Executive Director at conferences to discuss and explain urban renewal activities.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Detailed knowledge of the elements and techniques of urban renewal programming. Ability to meet and confer with technical groups and with the general public on planning and redevelopment matters. 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 experience in a responsible position in the field of redevelopment or city planning with experience in an administrative capacity or experience in the field of public relations or journalism.

CHIEF INDUSTRIAL REPRESENTATIVE (REDEVELOPMENT AGENCY)

CLASS TITLE: CHIEF INDUSTRIAL REPRESENTATIVE

CLASS DEFINITION: Responsible professional work in promoting the expansion of the industrial base of the City.

DISTINGUISHING FEATURES OF WORK: Work involves the development of programs to establish new industries and to aid existing industries in the City of Providence under the general direction of the Executive Director.

ILLUSTRATIVE EXAMPLES OF WORK: Performs complex and responsible work in the development of programs to establish new industries and for aiding existing industries in the City of Providence; plans, undertakes and supervises surveys and studies relating to existing vacant factory space and its physical descriptions, labor supply, wage rates, taxes, zoning and other ordinances, and other related data; personally examines such vacant plant space and studies layout for the purpose of ascertaining their utilization by a specific industry; meets with prospective occupants of such buildings and makes available to them the results of such surveys and studies; cooperates with representatives of the State, City, Civic and other organizations in locating and evaluating vacant industrial real estate; makes available to industries the results of surveys and studies concerning Federal Government regulations, local transportation facilities, availability and costs of utilities, domestic and foreign commerce, and other data of a pertinent nature; consults with United States military and governmental agencies in order to obtain data relative to orders for products which Providence industries can fill and to prepare reports thereon; contacts and brings together industrial realtors or property owners with prospective industrial or mercantile concerns for the purpose of acquiring or renting property; and does related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A knowledge of the existing types of industries in Rhode Island and the products manufactured; a working knowledge of the availability of additional industrial processes involved in the manufacture of these products; the ability to plan, supervise and undertake studies and surveys relating to: the kinds of available plant sites, available plant space, available machinery and equipment and their adequacy for acceptability or adaptability for present or other uses, the kind of labor available, the availability of raw materials, transportation facilities, water supply and power, the current and potential domestic and foreign markets, etc.; the ability to meet with business executives and to make preliminary negotiations leading to the ultimate establishment of new or additional businesses in the City of Providence; and related capacities and abilities.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a college or university of recognized standing with a Bachelor's degree and employment in a position which has provided a working knowledge of industrial development; or such experience as may have been gained by an industrial realtor or an industrial representative or industrial specialist or industrial consultant; or any combination of education and experience that shall be substantially equivalent to the preceding education and experience.

PROJECT DIRECTOR (REDEVELOPMENT AGENCY)

CLASS TITLE: PROJECT DIRECTOR

CLASS DEFINITION: Responsible professional work in assisting the Executive Director in the coordination of all phases of project activities.

DISTINGUISHING FEATURES OF WORK: Establishes and directs the priority of work assignments to the Agency's staff divisions involved in the planning and execution of urban renewal projects. Responsible for effective coordination among the various divisions of the Agency in the development and execution of redevelopment plans. Provides effective liaison and coordination of project activity with various City, State, Federal and private bodies. Administers agency policy under the general direction of the Executive Director. Responsible directly to the Executive Director and Deputy Director and acts for them in their absence.

ILLUSTRATIVE EXAMPLES OF WORK: Responsible for coordinating the work involved in the development of urban renewal projects from project planning through final planning, application for Federal loan and grant funds, project execution, project completion and project policing. Reviews objectives and goals of redevelopment proposals with division chiefs, develops schedules of all phases of project planning and execution and sees to its timely and proper fulfillment. Coordinates with division chiefs for effective programming, staff-work activities, execution of contracts, promotion and Federal and State requirements. Maintains records and prepares reports for URA and the Agency. Discusses proposed policies and programs of projects with the Executive Director and Deputy Director. Maintains liaison with special public interest groups and schedules meetings to foster and support redevelopment projects and redevelopment in general. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Extensive knowledge of the objectives, policies and procedures of the urban renewal program; staff organization and functions. Ability to establish and maintain effective working relations with City and Federal officials and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university. Extensive experience in the field of urban renewal with experience in an administrative capacity.

RESEARCH OFFICER (REDEVELOPMENT AGENCY)

CLASS TITLE: RESEARCH OFFICER

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

DISTINGUISHING FEATURES OF WORK: Programs investigations necessary for the undertaking and execution of projects by initiating and preparing studies preliminary to and concurrent with scheduled projects. Serves in a liaison capacity between the Agency and those organizations which are themselves promoting studies related to staff activities. Supervises the establishment and maintenance of the Agency's library and affiliation with institutions providing research data. Represents the staff at symposia on topics of interest to the Agency. Reports on the relationship between planning for a given project and comprehensive planning completed or underway by municipal, metropolitan, and state planning units. Responsible directly to Executive Director and Deputy Director.

ILLUSTRATIVE EXAMPLES OF WORK: Provides the Agency with reports on projects comparable to those under consideration by the Agency. Maintains a special file on all urban renewal projects research-oriented, especially those sponsored by foundations, academic institutions and the Federal Government. Initiates work in which staff personnel and faculty members of educational institutions have a common interest; and encourages academic activity in fields directly related to urban renewal interests. Promotes the development of non-governmental organizations which will support study and action in the renewal field; and functions in such promotion by making available data compiled for the Agency. Prepares statistical, written and graphic material for studies and reports.

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

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduate work in a field directly related to urban renewal, or graduation from a recognized college or university and experience in the urban renewal field.

CHIEF OF REDEVELOPMENT PROJECT PLANNING**CLASS TITLE: CHIEF OF REDEVELOPMENT PROJECT PLANNING**

CLASS DEFINITION: Administrative and technical work of a professional nature in supervising the planning of redevelopment projects and programs under the direction of the Executive Director.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for coordinating redevelopment project planning and programming; for assigning and reviewing work as technical advisor on project planning problems. Collaborate with the various divisions within the Agency, City and Federal officials. Work assignments are general in nature and afford wide latitude for the exercise of independent judgment. Work is reviewed in its broader aspects for compliance with the standards and policies of the Agency.

ILLUSTRATIVE EXAMPLES OF WORK: Supervises a technical staff, makes work assignments, participates in the preparation and analysis of data in the development of the city-wide urban renewal programs, supervises and participates in the preparation of all project plans. When required, represents the Executive Director at conferences with Federal or City officials, professional organizations and citizen groups to discuss and explain redevelopment problems and proposals. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Extensive knowledge of the basic objectives, policies and planning procedures under the U. S. Housing Act and the R. I. Redevelopment Act. Extensive knowledge of the principles and practices of report and research writing, architecture, landscape architecture, civil engineering, city planning, economics or sociology. Ability to plan, assign and supervise the work of a technical staff engaged in redevelopment planning activities. Ability to do complex technical research and analysis, compile comprehensive findings. Ability to establish and maintain effective working relationships with City and Federal officials and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university preferably with major course work in city planning, architecture, landscape architecture, civil engineering, economics or sociology. Extensive experience in a responsible position in the field of urban renewal with experience in an administrative capacity.

SENIOR REDEVELOPMENT PROJECT PLANNER (REDEVELOPMENT AGENCY)

CLASS TITLE: SENIOR REDEVELOPMENT PROJECT PLANNER

CLASS DEFINITION: Administrative and technical work of a professional nature in assisting in supervising the planning of redevelopment projects and programs under the direction of the Chief Redevelopment Project Planning.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility in all phases of the preparation of redevelopment project plans and programs; for assigning and reviewing work as technical advisor on project planning problems. Collaborate with the various divisions within the Agency, City and Federal officials. Work assignments are general in nature and afford wide latitude for the exercise of independent judgment. Work is reviewed in its broader aspects for compliance with the standards, policies and procedures of the Agency and applicable local and Federal legislation.

ILLUSTRATIVE EXAMPLES OF WORK: Supervises a technical staff, makes work assignments, participates in the preparation and analysis of data in the development of the city-wide urban renewal programs. Supervises and participates in the preparation of all project plans. When required, represents the Chief of Planning at conferences with Federal or City officials, professional organizations and citizens groups to discuss and explain redevelopment problems and proposals. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Extensive knowledge of the basic objectives, policies and planning procedures under the U. S. Housing Act and the R. I. Redevelopment Act. Extensive knowledge of the principles and practices of report and research writing, architecture, landscape architecture, civil engineering, city planning, economics or sociology. Ability to plan, assign and supervise the work of a technical staff engaged in redevelopment planning activities. Ability to do complex technical research and analysis, compile comprehensive reports and make recommendations for the practicable application of findings. Ability to establish and maintain effective working relationships with City and Federal officials and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university preferably with major course work in city planning, architecture, landscape architecture, civil engineering, economics or sociology. Experience in a responsible position in the field of urban renewal with experience in an administrative capacity.

ASSOCIATE REDEVELOPMENT PROJECT PLANNER (REDEVELOPMENT AGENCY)

CLASS TITLE: ASSOCIATE REDEVELOPMENT PROJECT PLANNER

CLASS DEFINITION: Responsible professional work assisting in the technical aspects of redevelopment projects and programs under the direction of a superior.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for specific work assignments in the development of project plans and programs. Conducts independent physical, social and economic studies in connection with project planning programs. Collaborates with the various divisions within the Agency, City and Federal officials. Work assignments are general in nature and afford latitude for the exercise of independent judgment. Work is reviewed for compliance with the standards, policies and procedures of the Agency and applicable local and Federal legislation.

ILLUSTRATIVE EXAMPLES OF WORK: Participates in the preparation and analysis of data in the development of redevelopment plans and programs; prepares written reports and graphic material relative to redevelopment plans and programs; participates in conferences with Federal or City officials and citizen groups to discuss and explain redevelopment problems and proposals; performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of the basic objectives, policies and planning procedures under the U. S. Housing Act and the R. I. Redevelopment Act; knowledge of the principles and practices of report and research writing, architecture, landscape architecture, civil engineering, city planning, economics or sociology; ability to work with a technical staff engaged in redevelopment planning activities; ability to do technical research and analysis, compile comprehensive findings; ability to establish and maintain effective working relationships with City and Federal officials and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university preferably with major course work in city planning, architecture, landscape architecture, civil engineering, economics or sociology with experience in the field of urban renewal.

REDEVELOPMENT PROJECT PLANNER (REDEVELOPMENT AGENCY)

CLASS TITLE: REDEVELOPMENT PROJECT PLANNER

CLASS DEFINITION: Professional work assisting in the technical aspects of planning redevelopment projects and programming under the direction of a superior.

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

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

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

USUAL LINE OF PROMOTION: To Associate Project Planner

DRAFTSMAN (REDEVELOPMENT AGENCY)

CLASS TITLE: DRAFTSMAN

CLASS DEFINITION: Technical work of a sub-professional level in connection with surveys, mapping and collection of statistical data and related work as required.

DISTINGUISHING FEATURES OF WORK: Under supervision, assists in the collection and presentation of statistical data in map and chart forms in connection with the development of redevelopment plans and programs. Detailed instructions are received for each assignment and work is carried out under the immediate supervision of a superior.

ILLUSTRATIVE EXAMPLES OF WORK: Makes investigations of existing physical conditions, population, land use in the field, collects other related data and translates information into map and chart forms. Constructs, exhibits and scales models. Prepares study sketches of redevelopment proposals. Participates in meetings and conferences when required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of the principles and practices of drafting. Knowledge of the geography of the city. Ability to compile statistical and other data accurately. Ability to prepare maps, line drawings of graphs, charts, maps and other graphic material. Ability to establish and maintain effective working relationships with city officials and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a senior high school with courses in mechanical drawing or drafting and some experience in drafting work in a professional office.

ASSISTANT REAL ESTATE OFFICER (REDEVELOPMENT AGENCY)

CLASS TITLE: ASSISTANT REAL ESTATE OFFICER

CLASS DEFINITION: Work under the direction of the Real Estate Officer in the acquisition, disposition of real estate.

DISTINGUISHING FEATURES OF WORK: Responsible, under the general direction of the Real Estate Officer, in maintaining the records and assisting the Real Estate Officer in supervising the Agency's ownership over real property.

ILLUSTRATIVE EXAMPLES OF WORK: Prepare ownership data for condemnation of property, assist Real Estate Officer in arranging for appraisal, compilations of property settlements, title examination and the sale, rental or lease of real property owned or to be owned by the Agency. Perform all related work as required by the Real Estate Officer and acts for the Real Estate Officer in his absence.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of real estate practices, real estate law, appraisal practices, land development, marketing and finance and property management. Ability to compile comprehensive reports and make recommendations for practicable application of the findings. Ability to establish and maintain effective working relationship with government officials and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major course work in law, accounting, business administration, economics or in lieu thereof experience in a responsible position in the field of redevelopment or city planning with some experience in an administrative or real estate capacity.

MANAGEMENT AGENT (REDEVELOPMENT AGENCY)

CLASS TITLE: MANAGEMENT AGENT

CLASS DEFINITION: Responsible administrative and supervisory work in connection with the management of property acquired by the Agency.

DISTINGUISHING FEATURES OF WORK: Supervises all management and demolition operations of urban renewal projects of the Agency under the general direction of the Senior Engineer.

ILLUSTRATIVE EXAMPLES OF WORK: Assist in the drawing up of bid documents and contracts for demolition, rodent control and other management activities. Establishes recommended dwelling and business rentals; responsible for the collection of rents, rental accounting and coordinates with Relocation and Agency staff divisions in the scheduling of notices to vacate and notices of eviction. Responsible for administering business relocation payment program. Supervises demolition and rodent control activities, maintenance of property, coordinates utility disconnections and other related activities.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of redevelopment procedures and contractual relationships. Ability to prepare progress reporting systems and graphic material relating to project development. Ability to develop and maintain satisfactory relationships with contractors, site occupants and other city departments.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university, or, considerable experience in redevelopment or project supervision work.

MANAGEMENT AIDE (REDEVELOPMENT AGENCY)

CLASS TITLE: MANAGEMENT AIDE

CLASS DEFINITION: Responsible administrative and supervisory work in connection with the management of property acquired by the Agency.

DISTINGUISHING FEATURES OF WORK: Assist the Management Agent in all management and demolition operations of urban renewal projects of the Agency.

ILLUSTRATIVE EXAMPLES OF WORK: Assists the Management Agent in the drawing up of bid documents and contracts for demolition, rodent control and other management activities, in the establishment of recommended dwelling and business rentals, collection of rents, rental accounting and the coordination with Relocation and Agency staff divisions in the scheduling of notices to vacate and notices of eviction. Assists the Management Agent in the business relocation payment program, the supervision of demolition and rodent control activities, maintenance of property, the coordination of utility disconnections and other related activities.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of redevelopment procedures and contractual relationships. Ability to prepare progress reporting systems and graphic material relating to project development. Ability to develop and maintain satisfactory relationships with contractors, site occupants and other city departments.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university, or, experience in redevelopment or project supervision work.

INDUSTRIAL REPRESENTATIVE (REDEVELOPMENT AGENCY)

CLASS TITLE: INDUSTRIAL REPRESENTATIVE

CLASS DEFINITION: Responsible professional work in promoting the expansion of the industrial base of the City.

DISTINGUISHING FEATURES OF WORK: Work involves assisting the Chief Industrial Representative in the development of programs to establish new industries and to aid existing industries in the City of Providence under the general direction of the Chief Industrial Representative.

ILLUSTRATIVE EXAMPLES OF WORK: Under the general supervision of the Chief Industrial Representative, performs complex and responsible work in the development of programs to establish new industries and for aiding existing industries in the City of Providence; plans, undertakes and supervises surveys and studies relating to existing vacant factory space and its physical descriptions, labor supply, wage rates, taxes, zoning and other ordinances, and other related data; personally examines such vacant plant space and studies layout for the purpose of ascertaining their utilization by a specific industry; meets with prospective occupants of such buildings and makes available to them the results of such surveys and studies; cooperates with representatives of the State, City, Civic and other organizations in locating and evaluating vacant industrial real estate; makes available to industries the results of surveys and studies concerning Federal Government regulations, local transportation facilities, availability and costs of utilities, domestic and foreign commerce, and other data of a pertinent nature; consults with United States military and governmental agencies in order to obtain data relative to orders for products which Providence industries can fill and to prepare reports thereon; contacts and brings together industrial realtors or property owners with prospective industrial or mercantile concerns for the purpose of acquiring or renting property; and does related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A knowledge of the existing types of industries in Rhode Island and the products manufactured; a working knowledge of the availability of additional industrial processes involved in the manufacture of these products; the ability to plan, supervise and undertake studies and surveys relating to: the kinds of available plant sites, available plant space, available machinery and equipment and their adequacy for acceptability or adaptability for present or other uses, the kind of labor available, the availability of raw materials, transportation facilities, water supply and power, the current and potential domestic and foreign markets, etc.; the ability to meet with business executives and to make preliminary negotiations leading to the ultimate establishment of new or additional businesses in the City of Providence; and related capacities and abilities.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a college or university of recognized standing with a Bachelor's degree with familiarity with industrial development, or such experience as may have been gained by an industrial realtor or an industrial representative or industrial specialist or industrial consultant; or any combination of education and experience that shall be substantially equivalent to the above education and experience.

FISCAL OFFICER (REDEVELOPMENT AGENCY)

CLASS TITLE: FISCAL OFFICER

CLASS DEFINITION: Responsible administrative work in the supervision of the financial program of the Providence Redevelopment Agency.

DISTINGUISHING FEATURES OF WORK: Work involves complete responsibility for Agency accounting system, financial statements, budgets, private and Federal financing, investment of surplus funds, purchasing of supplies and equipment, the Agency insurance program and other related work.

Financial policy is established by the Agency and carried out under the direction of the Executive Director.

ILLUSTRATIVE EXAMPLES OF WORK: Directs the maintenance of all City and Federal project cost, accounting records, payrolls and personnel records. Prepares Federal financial statements and City and Federal budgets; Serves as purchasing agent for the procurement of all office supplies, materials and equipment. Administers the investment of surplus funds and exercises judgment in the purchase, sale and conversion of government securities. Schedules, prepares and processes Federal and private financing transactions; Schedules and supervises the procurement of all required Agency insurance coverage.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: thorough knowledge of governmental accounting and office management principles and techniques including background and experience in investments in government securities. Knowledge of real estate insurance and real estate property tax evaluation.

Ability to supervise a staff in fiscal management and the ability to maintain a cooperative relationship with division heads and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major courses in accounting or business management. And extensive responsible supervisory experience as business manager, office manager, controller, or in a similar capacity, in a large governmental department or responsible experience in fiscal programs of a Redevelopment Agency.

CHIEF COUNSEL (REDEVELOPMENT AGENCY)

CLASS TITLE: CHIEF COUNSEL

CLASS DEFINITION: Chief legal advisor and attorney for the Providence Redevelopment Agency.

DISTINGUISHING FEATURES OF WORK: The Chief Counsel is the responsible legal representative and counsel of the Agency in its business relations and in litigation, under Agency policy and the administrative direction of the Executive Director and with benefit of legal consultation where required.

ILLUSTRATIVE EXAMPLES OF WORK: Investigates or assists in investigating suits or claims against the Agency and prosecutes or defends, as the case may be, all suits, actions or causes to which the Agency 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 Agency. Prepares or reviews other legal documentation or papers involved in the business affairs of the Agency and other governmental and private entities. Advises Agency members, officers, and employees with respect to legal problems arising in connection with their duties. Represents the Agency 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 Agency where the interests of the Agency are involved. Performs legal research and prepares legal reports and recommendations for the Agency 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 and the rules of evidence. Knowledge of local governmental structure and operations and of the legal questions involved in redevelopment and city planning. 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: Chief Counsel 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 State Bar.

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 1379

NO. 520 AN ORDINANCE AMENDING CHAPTER 1353, "ESTABLISHING A
COMPENSATION PLAN FOR THE CITY OF PROVIDENCE", AS APPROVED
SEPTEMBER 16, 1960.

APPROVED: December 16, 1960

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. Section 1 of Chapter 1353 of the Ordinances of the City
of Providence approved September 16, 1960 is hereby amended in the following
manner:

DELETE:

| | |
|------------------------------------|-------------------------|
| Assistant Project Supervisor | \$4,859.40-6,006.00 yr. |
| Chief of Planning (Redev. Agency) | \$7,508.80 yr. |
| Project Supervisor (Redev. Agency) | \$5,842.20-6,367.40 yr. |

CHANGE:

| | <u>From</u> | <u>To</u> |
|---|----------------|----------------|
| Asst. to Executive Director (Redevelopment Agency) | \$7,508.80 yr. | \$8,008.80 yr. |
| Chief Industrial Representative (Redevelopment Agency) | \$7,508.80 yr. | \$8,008.80 yr. |
| Chief of Renewal Services (Redevelopment Agency) | \$7,508.80 yr. | \$8,008.80 yr. |
| Real Estate Officer (Redevelopment Agency) | \$7,508.80 yr. | \$8,008.80 yr. |
| Senior Engineer (Redevelopment Agency) | \$7,508.80 yr. | \$8,008.80 yr. |

ADD:

| | |
|---|-------------------------|
| Asst. Real Estate Officer (Redevelopment Agency) | \$5,842.20-6,367.40 yr. |
| Associate Redevelopment Project Planner (Redevelopment Agency) | \$5,842.20-6,367.40 yr. |
| Chief of Redevelopment Project Planning (Redevelopment Agency) | \$8,008.80 yr. |
| Draftsman (Redevelopment Agency) | \$4,178.20-4,778.80 yr. |
| Industrial Representative (Redevelopment Agency) | \$5,842.20-6,367.40 yr. |
| Management Agent (Redevelopment Agency) | \$7,012.20 yr. |
| Management Aide (Redevelopment Agency) | \$5,842.20-6,367.40 yr. |

ADD:

| | |
|--|-------------------------|
| Project Director (Redevelopment Agency) | \$8,800.00 yr. |
| Research Officer (Redevelopment Agency) | \$7,012.20 yr. |
| Redevelopment Project Planner (Redevelopment Agency) | \$4,859.40-6,006.00 yr. |
| Senior Redevelopment Project Planner (Redevelopment Agency) | \$7,012.80 yr. |
| Fiscal Officer (Redevelopment Agency) | \$5,842.20-6,367.40 yr. |

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

IN CITY
COUNCIL
DEC 1 - 1960
FIRST READING
READ AND PASSED
Robert Whelan
CLERK

IN CITY
COUNCIL
DEC 15 1960
FINAL READING
READ AND PASSED
Edward P. Coughlin
PRESIDENT
Robert Whelan
CLERK

APPROVED
DEC 16 1960
Walter J. ...
MAYOR

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 1380

NO. 521 AN ORDINANCE AMENDING CHAPTER 1354, "ESTABLISHING THE SALARIES AND COMPENSATION TO BE PAID TO CERTAIN OFFICIALS AND EMPLOYEES OF THE CITY OF PROVIDENCE", AS APPROVED SEPTEMBER 16, 1960.

APPROVED: December 16, 1960

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. Section 1 of Chapter 1354 of the Ordinances of the City of Providence approved September 16, 1960, is hereby amended to read as follows:

Change: Attorney I (Redevelopment Agency) from \$6,500 per annum
to \$6,500-\$7,000 per annum

Delete: Attorney II (Redevelopment Agency) \$7,508.80 per annum

Add: Chief Counsel (Redevelopment Agency) \$10,000 per annum

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

IN CITY
COUNCIL

DEC 1 - 1960

FIRST READING

READ AND PASSED

Riverett Whelan
CLERK

IN CITY
COUNCIL

DEC 15 1960

FINAL READING
READ AND PASSED

Edward P. Dugley
PRESIDENT
Riverett Whelan
CLERK

APPROVED

DEC 16 1960

L. W. Higgins
MAYOR

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

~~1984~~

CHAPTER 1350

No. 592 **AN ORDINANCE** AMENDING THE APPROPRIATION ORDINANCE CHAPTER 1350 BY APPROPRIATING THE SUM OF ELEVEN THOUSAND FIVE HUNDRED (\$11,500) DOLLARS TO THE PROVIDENCE REDEVELOPMENT AGENCY APPROPRIATION, ITEM 0-\$8,000; ITEM 1-\$3,500.

Approved December 16, 1960

Be it ordained by the City of Providence:

SECTION 1. Chapter 1350 of the Ordinances of the City of Providence as approved September 16, 1960, entitled: "An Ordinance Making Appropriation of \$40,869,634.16 for the Support of the City Government for the Fiscal Year Ending September 30, 1961", is hereby amended, by appropriating the following sums to the PROVIDENCE REDEVELOPMENT AGENCY appropriation, Item 0-\$8,000; Item 1 - \$3,500.

SECTION 2. The said sum of Eleven Thousand Five Hundred (\$11,500) Dollars as thus added and appropriated shall be obtained by authorizing and directing the City Controller and City Treasurer to transfer a like amount from the Reserve for Extraordinary Expenditures to the Receipt Account.

SECTION 3. The estimated receipts from Reserve for Extraordinary Expenditures are hereby increased by Eleven Thousand Five Hundred (\$11,500) Dollars.

SECTION 4. This Ordinance shall take effect upon its passage.

IN CITY
COUNCIL
DEC 1 - 1960
FIRST READING
READ AND PASSED
R. E. ...
CLERK

APPROVED
DEC 16 1960
[Signature]
MAYOR

IN CITY
COUNCIL
DEC 15 1960
FINAL READING
READ AND PASSED
[Signature]
PRESIDENT
[Signature]
CLERK

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1922

No. 523 AN ORDINANCE AMENDING CHAPTER 1353, "ESTABLISHING A COMPENSATION PLAN FOR THE CITY OF PROVIDENCE" AS APPROVED SEPTEMBER 16, 1960.

Approved December 16, 1960

Be it ordained by the City of Providence:

SECTION 1. Section 1 of Chapter 1353 of the Ordinances of the City of Providence approved September 16, 1960 as amended, is hereby further amended as follows:

| | <u>From</u> | <u>To</u> |
|--|---------------|-----------|
| <u>Change:</u> GARAGE SUPERINTENDENT I | \$5,106.40 yr | 5,408 yr |

SECTION 2. This Ordinance shall be retroactive to October 1, 1960.

IN CITY
COUNCIL

DEC 1 - 1960

FIRST READING

READ AND PASSED

R. Everett Whitman
CLERK

IN CITY
COUNCIL

DEC 15 1960

FINAL READING
READ AND PASSED

Edward P. Dudley
PRESIDENT
R. Everett Whitman
CLERK

APPROVED

DEC 16 1960

William J. Gann
MAYOR