

# The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## CHAPTER 1446

No. 25 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1,  
"ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY OF  
PROVIDENCE", APPROVED AUGUST 7, 1953.

Approved January 19, 1962

*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:

Add: 1 Deputy Director of Civilian Defense (780)  
1 Operations and Planning Officer (782)  
(Civilian Defense)  
1 Training and Public Information Officer (784)  
(Civilian Defense)

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

IN CITY  
COUNCIL  
JAN 4 - 1962  
FIRST READING  
READ AND PASSED  
*Deverett Whelan*  
CLERK

IN CITY  
COUNCIL  
JAN 18 1962  
SECOND READING  
*Edward P. Angley*  
PRESIDENT  
*Deverett Whelan*  
CLERK

APPROVED  
JAN 19 1962  
*Paul H. Gagnon*  
MAYOR

No.

CHAPTER

AN ORDINANCE

## DEPUTY DIRECTOR OF CIVILIAN DEFENSE

CLASS TITLE: Deputy Director of Civilian Defense

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible administrative and supervisory work in assisting the Director of Civilian Defense in planning, organizing and directing the civilian defense organization for the City of Providence; to relieve the Director of a variety of administrative details in the day-to-day operations of the agency; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of the Director of Civilian Defense from whom final determinations of matters of policy are received; consults with the Director on interpretations of law, rules and regulations and on administrative problems.

SUPERVISION EXERCISED: Coordinates agency functions and activities and reviews the work of agency program heads for compliance with law, rules, regulations, policies and instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible administrative and supervisory work in assisting the Director of Civilian Defense in planning, organizing and directing the civilian defense organization for the City of Providence to relieve the Director of a variety of administrative details in the day-to-day operations of the agency.

To maintain liaison and conduct conferences with local civilian defense agencies and civilian defense organization of the state.

To serve as Director of Civilian Defense in the absence or disability of the Director of Civilian Defense.

To assist in the planning of periodic tests and exercises designed to insure operational readiness for all phases of the civilian defense program.

To establish procedures to insure compliance with the operations of the Federal Disaster Relief Program.

To make periodic and special reports of activities and accomplishments.

To do related work as required.

## REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the City of Providence, federal and state laws and regulations relative to organizing and maintaining a civilian defense organization; a working knowledge of the technical, tactical and educational techniques involved in planning and developing an effective utilization of a program of civilian defense; a working knowledge of objectives of federal, state and City of Providence civilian defense programs; the ability to establish and maintain effective working relationships with civic groups, governmental officials and the general public; the ability to prepare reports containing findings, conclusions and recommendations; the ability to prepare speeches and to address both large and small groups; and related capacities and abilities.

## EDUCATION AND EXPERIENCE:

EDUCATION: Such as may have been gained through: graduation from a college of recognized standing with specialization in political science, public administration or business administration; and

EXPERIENCE: Such as may have been gained through: employment which involved the planning, development and execution of large-scale programs such as disaster relief, military administration, public safety, or work in allied emergency services.

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

## RESIDENT REQUIREMENT:

Appointee shall be a resident of Providence.

CLASS TITLE: Operations and Planning Officer (Civilian Defense)

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Director of Civilian Defense in developing and maintaining a city-wide civilian defense operations plan; to assist in organizing civilian defense resources and forces and in coordinating all elements of the operations plan; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Director of Civilian Defense with wide latitude for the exercise of independent judgment; work is reviewed through conferences and reports for results obtained and conformance to established policies, objectives, rules and regulations.

SUPERVISION EXERCISED: Plans and reviews the work of City of Providence civilian defense personnel; confers with and advises them on difficult problems.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Director of Civilian Defense in developing and maintaining a city-wide civilian defense operations plan; to assist in organizing civilian defense resources and forces and in coordinating all elements of the operations plan.

To develop standard operating procedures for all aspects of the operational plan and for all control centers.

To assist in the planning and conducting of civilian defense tests and exercises.

To establish liaison with private and volunteer agencies.

To assist in interpreting federal government policies and procedures to City of Providence officials.

To prepare reports of progress of civilian defense activities for the Director and for the Office of Civil and Defense Mobilization.

To make factual and statistical studies and prepare reports containing findings analyses and recommendations.

To do related work as required,

## OPERATIONS AND PLANNING OFFICER (CIVILIAN DEFENSE) (Cont'd)

## REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles; methods, and techniques applied in the development and maintenance of a city-wide civilian defense operations plan. A thorough knowledge of the functions, resources and capabilities of the various departments of the City of Providence. A thorough knowledge of the objectives of the federal, state and local civilian defense programs; a working knowledge of the principles, practices and techniques of non-military defense; a working knowledge of the use of the facilities and systems required in control operations; the ability to make studies and prepare reports containing findings, conclusions and recommendations; the ability to speak effectively before large and small groups; and related capacities and abilities.

## EDUCATION AND EXPERIENCE:

EDUCATION: Such as may have been gained through: graduation from a college of recognized standing with specialization in political science, public administration or business administration; and

EXPERIENCE: Such as may have been gained through: employment in a responsible supervisory position involving program development for large-scale operations in private industry, state or local government, or military organization.

OR: Any combination of education and experience that shall be substantially equivalent to the above education and experience.

## RESIDENT REQUIREMENT

Appointee shall be a resident of Providence.

1/62

TRAINING AND PUBLIC INFORMATION OFFICER  
(CIVILIAN DEFENSE)

CLASS TITLE: Training and Public Information Officer  
(Civilian Defense)

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Director of Civilian Defense by planning and administering the civilian defense training program and to provide the public with knowledge of the objectives, operations and plans of the civilian defense agency; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Director of Civilian Defense with wide latitude for the exercise of independent judgment; work is reviewed through conferences and reports for results obtained and conformance to established policies, objectives, rules and regulations.

SUPERVISION EXERCISED: Plans and reviews the work of City of Providence civilian defense personnel; confers with and advises them on difficult problems.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED: To assist the Director of Civilian Defense by planning and administering the civilian defense training program and to provide the public with knowledge of the objectives, operations and plans of the civilian defense agency. To develop and implement techniques and procedures for evaluating training, including control-center and field exercises. To select instructional material and organize and supervise training seminars for Providence civilian defense personnel. To maintain liaison with the Office of Civil and Defense Mobilization relative to training techniques and activities. To assist in the planning and conducting of civilian defense tests and exercises. To develop policies, procedures and regulations pertaining to civilian defense public relations activities in the Providence office. To prepare or edit information releases of manuscripts to be placed with mass media. To conduct educational campaigns involving all means of public communications. To plan and direct studies and research to measure public attitudes and knowledge of civilian defense. To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the organization and administration of training programs; a thorough knowledge of the regulations, policies, objectives and services of civilian defense; a working knowledge of teaching methods and techniques; a working knowledge of the methods and techniques involved in collecting and analyzing factual data and disseminating it through the media of print, radio and television; the ability to analyze training needs and to evaluate training effectiveness; the ability to write effective public information materials in the area of civilian defense; the ability to interpret regulations, policies, standards and procedures in a manner understandable by the general public; the ability to prepare clear, sound, accurate and informative reports; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through; graduation from a college of recognized standing, including or supplemented by courses in education or psychology; and

**Experience:** Such as may have been gained through; employment in a position which involved the application of teaching methods and techniques in vocational, adult or secondary education.

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

**RESIDENT REQUIREMENT:**

Appointee shall be a resident of Providence.



# The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## CHAPTER 1417

No. 26 AN ORDINANCE AMENDING CHAPTER 1426, "ESTABLISHING  
A COMPENSATION PLAN FOR THE CITY OF PROVIDENCE", AS  
APPROVED SEPTEMBER 21, 1961.

Approved January 19, 1962

Be it ordained by the City of Providence:

SECTION 1. Section 1 of Chapter 1426 of the Ordinances  
of the City of Providence, approved September 21, 1961 is hereby  
amended as follows:

<u>ADD:</u> DEPUTY DIRECTOR of CIVILIAN DEFENSE	\$ 7,000 yr.
OPERATIONS and PLANNING OFFICER (CIVILIAN DEFENSE)	6,500 yr.
TRAINING and PUBLIC INFORMATION OFFICER (CIVILIAN DEFENSE)	6,000 yr.

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

IN CITY  
COUNCIL  
JAN 4 - 1962  
FIRST READING  
READ AND PASSED  
*Everett Whelan*  
CLERK

IN CITY  
COUNCIL  
JAN 18 1962  
FIRST READING  
READ AND PASSED  
*Edward P. Dugley*  
PRESIDENT  
*Everett Whelan*  
CLERK

APPROVED  
JAN 19 1962  
*William H. Reynolds*  
MAYOR

No.

CHAPTER

AN ORDINANCE

CITY CLERK'S OFFICE  
PROVIDENCE, R.I.

Dec 29 3 36 PM '61

DEC 29 1961

# The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## CHAPTER 1448

No. 27 AN ORDINANCE AMENDING SECTIONS 64 and 76 of

CHAPTER 1425, "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 21, 1961.

Approved January 19, 1962

Be it ordained by the City of Providence:

SECTION 1. Chapter 1425 of the Ordinances of the City of Providence, approved September 21, 1961 is hereby amended to read as follows:

SECTION 64: DEPARTMENT of PUBLIC WELFARE  
GENERAL PUBLIC ASSISTANCE  
ADMINISTRATION

Delete: 2 Clerk Stenographer I  
Add: 2 Clerk Typist II

SECTION 76: CIVILIAN DEFENSE COUNCIL

That part which has heretofore read: "The number of employees in the Civilian Defense Council shall not exceed five (5)"; shall hereafter read: "The number of employees in the Civilian Defense Council shall not exceed nine (9)".

Add: 1 Deputy Director of Civilian Defense  
1 Operations and Planning Officer  
(Civilian Defense)  
1 Training and Public Information Officer  
(Civilian Defense)  
1 Clerk-Typist II

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

IN CITY  
COUNCIL  
JAN 4 - 1962  
FIRST READING  
READ AND PASSED  
*Robert T. Whelan*  
CLERK

APPROVED  
JAN 19 1962  
*Walter H. Fernald*  
MAYOR

IN CITY  
COUNCIL  
JAN 18 1962  
SECOND READING  
READ AND PASSED  
*Edward P. Murphy*  
PRESIDENT  
*Robert T. Whelan*  
CLERK

No.

CHAPTER  
AN ORDINANCE

FILED  
DEC 29 3 36 PM '61  
CITY CLERK'S OFFICE  
PROVIDENCE, R.I.

# The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## CHAPTER 1449

No. 28 AN ORDINANCE AMENDING SECTION 54 OF CHAPTER 1425,  
"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 21, 1961.

Approved January 19, 1962

*Be it ordained by the City of Providence:*

SECTION 1. Chapter 1425 of the Ordinances of the City of Providence,  
approved September 21, 1961, as amended, is hereby further amended to read as follows:

SECTION 54: DEPARTMENT of PUBLIC WORKS  
PUBLIC SERVICE DIVISION  
FAMILY & BUSINESS RELOCATION  
SERVICE SECTION

That part which has heretofore read: "The number of  
employees in the DEPARTMENT of PUBLIC WORKS-PUBLIC SERVICE  
DIVISION-FAMILY & BUSINESS RELOCATION SERVICE SECTION shall  
not exceed eighteen (18)"; shall hereafter read: "The number  
of employees in the DEPARTMENT of PUBLIC WORKS-PUBLIC SERVICE  
DIVISION-FAMILY & BUSINESS RELOCATION SERVICE SECTION shall  
not exceed nineteen (19)".

Add: 1 Clerk Typist I

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

IN CITY  
COUNCIL  
JAN 4 - 1962  
FIRST READING  
READ AND PASSED  
*Robert W. Whelan*  
CLERK

IN CITY  
COUNCIL  
JAN 18 1962  
FINAL READING  
READ AND PASSED  
*Edward P. Quigley*  
PRESIDENT  
*Robert W. Whelan*  
CLERK

APPROVED  
1962.  
JAN 19 RECD  
*Walter H. Reynolds*  
MAYOR

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

# RESOLUTION OF THE CITY COUNCIL

No. 29

Approved January 19, 1962

Resolved,

That the sum of Seventy Five Thousand (\$75,000) Dollars is hereby ordered transferred by the Commissioners of Sinking Fund from the Water Depreciation and Extension Fund to a special account in the Capital Fund of the City of Providence to be known as "VALVE INSERTION ACCOUNT".

Said sum or so much thereof as may be necessary shall be expended and any balance remaining in said fund at the completion of said work shall revert to the Water Depreciation and Extension Fund.

IN CITY COUNCIL

JAN 18 1962

READ and PASSED

*Edward P. Cavigley*  
President  
*Robert H. Brown*  
Clerk

APPROVED

JAN 19 1962

*Walter H. Reynolds*  
MAYOR

RESOLUTION  
OF THE  
CITY COUNCIL

FILED  
JAN 15 3 00 PM '62  
CITY CLERK'S OFFICE  
PROVIDENCE, R.I.

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RESOLUTION OF THE CITY COUNCIL

No. 30

Approved January 19, 1962

Resolved,

That THE Commissioner of Public Safety  
be and he is authorized to approve payment of compensation to  
such members of the Police Department as he may designate for  
extra traffic duty performed by them during the 1961 Christmas  
season, the payments to be on such terms and conditions as may  
be approved by the Finance Director.

IN CITY COUNCIL

JAN 18 1962

READ and PASSED

*Edward P. Chisley*  
President  
*R. Everett McKean*  
Clerk

APPROVED

JAN 19 1962  
REC'D

*Walter H. Rappaport*  
MAYOR



RESOLUTION  
OF THE  
CITY COUNCIL

JUN 15 3 00 PM '62  
CITY CLERK'S OFFICE  
PROVIDENCE, R.I.