

## CHIEF EXECUTIVE OFFICER ( APPOINTED )

### GENERAL

The following communities require solely executive and administrative qualifications:

**Jamestown; \*\*Richmond; Smithfield; South Kingstown; \*West Greenwich; Westerly.**

\* Also on the basis of character

\*\* Also on the basis of educational qualifications

The following communities require executive and administrative qualifications as well as a special reference to actual experience in, or knowledge of, accepted practice in respect to the duties of the office:

**\*Barrington; \*\*Charlestown; East Greenwich; Middletown;**

**\*\*\* Narragansett; Newport; North Kingstown.**

\* Also on the basis of character

\*\* Adds with special reference to academic experience in accepted practices

\*\*\* Adds education

### SPECIFIC

**Burrillville:** Bachelor's degree from four year college, and three ( 3 ) years administrative experience in city/town government;

**Coventry:** Master's degree in public administration, business administration or related master's degree from an accredited college or university, with at least five (5) years actual experience as a city, town or county government manager or assistant manager;

**East Providence:** College graduate with master's degree in business administration or public administration, and three ( 3 ) years experience at management level;

**Hopkinton:** Bachelor's degree or master's degree in public administration or related field, and three ( 3 ) years experience as city or town manager or assistant manager; or five ( 5 ) years successful managerial experience.

**New Shoreham:** Bachelor's degree from an accredited college or equivalent experience;

**Portsmouth:** 1) Bachelor's degree and one ( 1 ) year administrative experience; or  
2) Two ( 2 ) years college and three ( 3 ) years administrative experience; or  
3) Five ( 5 ) years administrative experience;

**Tiverton:** Bachelor's degree and five ( 5 ) years administrative experience; or

**Warren:** Bachelor's degree or master's degree in public administration or related field, and three ( 3 ) years experience as city or town manager or assistant manager; or five ( 5 ) years successful managerial experience;

**West Warwick:** Master's degree in business administration or public administration, and three ( 3 ) years experience as city/town manager; or comparable education and experience.

## FINANCE DIRECTOR/TREASURER

### GENERAL

The following communities require knowledge of municipal accounting and taxation, and experience in budgeting and financial control:

**Barrington; \*Bristol; Burrillville; \*\*Charlestown; Coventry; Cranston; Cumberland; East Providence; Gloucester; Jamestown; Johnston; \*\*\*Lincoln; \*\*\*\*Narragansett; New Shoreham; North Kingstown; North Smithfield; Providence; South Kingstown; Warren; Warwick; Westerly; Woonsocket.**

\* Also requires professional training

\*\* Also requires experience in computer based accounting systems

\*\*\* Also requires professional, municipal or corporate experience

\*\*\*\* Requires solely education and experience

**North Providence:** Experience as an accountant, or as a controller or manager of a commercial or industrial establishment or has been employed in the field of public or private finance.

### SPECIFIC

**Burrillville:** Bachelor's degree from a four year college;

**Central Falls:** Five (5) years experience as executive or controller of a business, or in public finance;

**Coventry:** Bachelor of Arts or Bachelor of Science degree in a financial area of study;

**Cumberland:** Bachelor's degree in the area of finance;

**Middletown:** Ten (10) years financial management experience in the public or private sectors;

**North Smithfield:** Bachelor's or advanced degree in accounting, finance or business management from a four (4) year college or university, and qualified to prepare financial statements;

**Pawtucket:** Five (5) years experience as executive or controller of a business, or in public finance;

**Providence:** College graduate ( both for finance director and treasurer ), and five (5) years experience in fiscal management or equivalent training and experience ( treasurer );

**Smithfield:** Five (5) years supervisory experience in business or public finance or equivalent;

## **FINANCE DIRECTOR/TREASURER ( CONT. )**

**Warren:** Bachelor's degree from a four year college;

**West Warwick:** Bachelor's degree from an accredited college in accounting, finance, business administration, or economics, and three (3) years experience as a comptroller, controller, accountant, auditor or a position involving similar responsibilities.

# DIRECTOR OF PUBLIC WORKS

## GENERAL

The following communities require administrative or management experience:

**Little Compton; \*West Greenwich.**

- \* Experience must be in public works, highway maintenance or construction

The following communities require qualification by education, training and/or experience:

**Narragansett; \*New Shoreham; North Smithfield; \*\*Tiverton.**

- \* Specifies in public works, highway maintenance or construction
- \*\* Specifies in public works, highway maintenance or construction

## SPECIFIC

- Bristol:** Upon recommendation of town administrator, council may prescribe requirement of graduate civil engineer or equivalent training;
- Coventry:** Five ( 5 ) years experience in municipal engineering;
- Cranston:** Licensed engineer with five ( 5 ) years experience in highway or public works administration;
- Cumberland:** Licensed engineer and public works experience;
- East Providence:** Engineering degree from an approved college and three ( 3 ) years experience in engineering;
- Lincoln:** Three ( 3 ) years experience in municipal administration;
- New Shoreham:** Preference to a bachelor's degree from an accredited college;
- North Providence:** Two ( 2 ) years supervisory experience in construction of highways or buildings, in the field of public works administration; or otherwise qualified;
- Providence:** Engineering degree and five ( 5 ) years experience in supervision of public works or building construction; or equivalent training or experience;
- Smithfield:** Five ( 5 ) years supervisory and administrative experience in private industry or public agencies, engineering or construction; or equivalent experience;

**DIRECTOR OF PUBLIC WORKS ( CONT. )**

- Tiverton:** Preference to a bachelor's degree from an accredited college;
- Warren:** Bachelor of Science in civil engineering or three ( 3 ) years public works supervisory experience;
- West Warwick:** Bachelor's degree from a recognized college in engineering, business or public administration, and three ( 3 ) years experience in public works field in private industry or public agencies;
- Westerly:** Civil engineering degree from an accredited engineering college.

# **POLICE CHIEF**

## **GENERAL**

- Barrington:** Police officer with town manager to determine experience required;
- East Providence:** An adequate knowledge of the organization and administration of a police department and several years experience in management and direction of police personnel.

## **SPECIFIC**

The following communities require three (3) years experience above the rank of patrolman:

- \*Johnston; Little Compton; New Shoreham;**
- \*\*North Providence; North Smithfield; Westerly.**
  
- \* Or can be a member of a law enforcement agency
  
- \*\* Also requires an examination

The following communities require five (5) years experience above the rank of patrolman:

**\*Burrillville; \*\*Cumberland; Gloucester; \*\*\*Hopkinton; Jamestown; Narragansett; Portsmouth; \*\*\*\*SoKingstown; \*\*\*\*\*Warren.**

- \* Also requires experience in the organization, administration, management and direction of law enforcement personnel
  
- \*\* Also requires a bachelor's degree ( effective Jan. 1, 2007 )
  
- \*\*\* Also requires a bachelor's degree in law enforcement and expertise in management of police personnel
  
- \*\*\*\* Or ten (10 ) years a member of a law enforcement agency
  
- \*\*\*\*\* Also requires a bachelor's degree in criminal justice or law enforcement

## **OTHERS**

- Bristol:** Bachelor's degree in law enforcement or related field with ten (10) years experience, five (5) years of which are above rank of patrolman in any organized police department;

## **POLICE CHIEF ( CONT. )**

- Lincoln:** Ten ( 10 ) years experience, five ( 5 ) years of which are in a supervisory capacity, and a rank of sergeant or above, and a bachelor's degree in criminal justice, public administration, or related field;
- Middletown:** Ten ( 10 ) years experience above rank of patrolman in any organized police department or equivalent law enforcement agency;
- Newport:** Five ( 5 ) years of continuous service;
- Richmond:** Five ( 5 ) years of supervisory or administrative experience in law enforcement;
- Smithfield:** Five ( 5 ) years supervisory experience in law enforcement or equivalent;
- Tiverton:** Five ( 5 ) years in rank of lieutenant or higher with command experience, and a bachelor's degree in criminal justice;
- West Greenwich:** Five ( 5 ) years experience above rank of corporal, and ten ( 10 ) years total experience in an organized police department;
- West Warwick:** Bachelor's degree in law enforcement or business management, and three ( 3 ) years experience as a supervisor in law enforcement.

# **FIRE CHIEF**

## **GENERAL**

**Barrington:** Practical experience in the fields of fire fighting and fire prevention, and received such training in a recognized fire fighting school; or such practical experience which is equivalent thereto.

The following communities require an adequate knowledge of the organization and administration of a permanent fire department, and several years experience in the management and direction of fire department personnel:

**East Providence; Johnston; Narragansett.**

## **SPECIFIC**

### **Three ( 3 ) Years Experience**

**Little Compton:** Three ( 3 ) years experience above the rank of firefighter;

**West Warwick:** College graduate with a bachelor's degree in fire sciences, public administration, or business management, and three ( 3 ) years experience in a supervisory capacity in a fire department.

### **Five ( 5 ) Years Experience**

**Narragansett:** Five ( 5 ) years experience above rank of private;

**Newport:** Five ( 5 ) years of continuous service;

**Portsmouth:** Fireman with five ( 5 ) years experience in fire fighting and fire prevention;

**Smithfield:** Five ( 5 ) years supervisory experience in fire fighting and fire prevention, or substantially equivalent experience;

### **Seven ( 7 ) Years Experience**

**Warren:** Member of Warren fire dept. with seven ( 7 ) years experience as line officer; must hold current certification status as EMT; current certification as NFPA 101 holder or acquire within one year of appointment; hold an associate degree in fire sciences or a related field.

### **Ten ( 10 ) Years Experience**

**Bristol:**

- 1) Eight (8) years as member of Bristol Fire Department; and
- 2) Ten (10) years combined experience in firefighting, fire prevention, and emergency medical services; and
- 3) Five (5) years at the company officer level or above in organized fire department.

## **FIRE CHIEF ( CONT. )**

**Middletown:** Ten ( 10 ) years experience in fire fighting and fire prevention.

**Tiverton:**

- 1) Ten ( 10 ) years experience with progressively greater responsibility; and
- 2) Associates degree in fire sciences, public administration or related field; and
- 3) Five ( 5 ) years experience in command position and two (2) years of administrative experience; and
- 4) Be a qualified emergency medical technician.

# TAX ASSESSOR

## GENERAL

The following communities require knowledge and experience in the appraisal of real and personal property:

**Bristol; Central Falls; \*Charlestown; Gloucester; \*\*Narragansett;  
North Smithfield; Woonsocket.**

\* Also requires possession of skills in computer based data processing systems used in tax assessment

\*\* Requires solely education and experience

## SPECIFIC

**Burrillville:** Hold a certificate of residential appraisal or its equivalent, or must acquire within one year of appointment;

**Cumberland:** Hold a certificate from the Rhode Island Association of Assessing Officers, or acquire within three years of appointment;

**Gloucester:** Hold a certificate of residential appraisal or its equivalent, or must acquire within one year of appointment;

**Providence:** College graduate with five ( 5 ) years experience in real estate appraisal of commercial and residential property; or equivalent training or experience;

**Tiverton:** Minimum qualifications of state certification as assessor;

**Warren:** Hold a certificate from the Rhode Island Association of Assessing Officers or its equivalent, or acquire within three years of appointment;

**West Warwick:** Degree from an accredited college with courses in business management or equivalent, and hold a Rhode Island real estate broker's license with three ( 3 ) years experience as a broker.

## MISCELLANEOUS POSITIONS

### BUILDING INSPECTOR

- Charlestown:** Working knowledge of all aspects of construction of commercial and residential buildings, participated in construction for five ( 5 ) years, and certified by the state for building inspection;
- Cranston:** Trained and experienced as an architect, builder or engineer in the field of building construction;
- Narragansett:** Five ( 5 ) years in the construction field with working knowledge of construction of commercial and residential buildings;
- North Providence:** Must be an architect and licensed civil engineer or have five ( 5 ) years experience in the general contracting of building construction;
- Providence:** Registered professional engineer or registered architect, or has had twelve ( 12 ) years as a general building contractor and/or supervisor of building construction with five ( 5 ) years in responsible charge of important building work; or equivalent training or experience;
- Warren:** Certified by the Building Commissioner via the Building Code Standards Committee.
- West Warwick:** Certified building official pursuant to the laws of the State of Rhode Island.

### BUSINESS MANAGER

- Little Compton:** Academic training in management and administration and/or five ( 5 ) years management experience, preferably in local or state government, with expert knowledge and/or experience in personnel administration, labor negotiation, budgeting, financial administration, accounting, land use planning, public works or municipal law.

### INTERNAL AUDITOR

- Cranston, Providence:** Both communities require a certified public accountant with five (5) years experience in finance and operational auditing; or equivalent training and experience.

## **TOWN CLERK**

- Warren:** High school diploma, with a business school diploma or an associates degree in a business related field desirable, and five ( 5 ) years experience in office management or as an administrative assistant or executive secretary;
- West Warwick:** Possess qualifications consistent with the objectives of the Town Clerk's Association, and three ( 3 ) years experience in a supervisory capacity.

## **CITY/TOWN ENGINEER**

- Jamestown:** Registered professional engineer licensed to practice in Rhode Island;
- Middletown:** Civil engineer;
- Narragansett:** Professional engineer licensed in Rhode Island and qualified by education and/or experience;
- Pawtucket:** Civil engineer with five ( 5 ) years practical experience;
- Providence:** Professional engineer with five ( 5 ) years of service.

## **DEPUTY / ASSISTANT FIRE CHIEF**

- Warren:** Member of Warren fire department for a minimum of ten (10) years; held the rank of lieutenant or higher for four (4) years; and meets training requirements of fire department.

## **DIRECTOR OF HUMAN SERVICES**

- Coventry:** Master's degree in an area of human services from an accredited college or university, and five (5) years of demonstrated experience in supervising professionals and para-professionals, managing social programs and services, and administering budgets and grants.

## **PERSONNEL DIRECTOR**

- Providence:** Bachelor's degree from an accredited college, and five ( 5 ) years experience in personnel management of an employment system; or an equivalent combination of training and supervisory experience;
- West Warwick:** Bachelor's degree from an accredited college in personnel management, labor relations or business administration, and three ( 3 ) years experience in personnel management.

## **CITY/TOWN PLANNER**

- Burrillville:** Degree in planning or related field or equivalent experience; and experience in local planning and zoning, or knowledge of generally accepted planning principles;
- Charlestown:** Qualifications and broad experience in community planning;
- Coventry:** Possess knowledge of planning, zoning, subdivision regulations and other allied programs and projects;
- Providence:** Ten ( 10 ) years experience in professional city planning and urban development, with five ( 5 ) years of supervisory and administrative experience; or an equivalent combination of professional training and supervisory experience in city planning or related fields;
- Warren:** Master's degree in urban planning and two (2) years of professional planning experience; or a bachelor's degree in urban planning and four (4) years of professional planning experience;
- Warwick:** Training and experience in city planning;
- West Warwick:** Graduate from a recognized college with a master's degree in urban planning, and three ( 3 ) years experience as city/town planner;
- Woonsocket:** Four ( 4 ) years experience in city or regional planning or urban renewal, with one ( 1 ) year in a responsible planning position.

## **DIRECTOR OF PUBLIC HEALTH**

- Charlestown:** Physician;
- Johnston:** Licensed physician;
- Lincoln:** Licensed physician, and appointment approved by state director of public health;
- North Kingstown:** Physician admitted to practice medicine in Rhode Island;
- Pawtucket:** Graduate of a recognized school of public health or physician licensed to practice medicine in Rhode Island.

## **DIRECTOR OF RECREATION**

- Bristol:** Professional training in recreation/leisure and park development with at least five (5) years experience in related fields.
- Cumberland:** Academic training in recreation activity and/or experience in the administration of public recreation programs;
- Providence:** Bachelor's degree from an accredited college in health sciences, recreation, education or related fields, and five ( 5 ) years experience in a supervisory capacity; or equivalent training or experience.

## **DIRECTOR OF RESCUE SERVICE**

- Cumberland:** Be qualified as Emergency Medical Technician – Cardiac, and five ( 5 ) years experience on a rescue service or comparable experience.

## **TAX COLLECTOR**

- West Warwick:** Graduate from a recognized college with courses emphasizing business management, accounting, business or public administration, and three ( 3 ) years experience in a supervisory capacity.

## **CITY/TOWN SOLICITOR**

### **GENERAL**

All solicitors are required to be attorneys-at-law in good standing who have been admitted to the practice of law in the state of Rhode Island.

### **SPECIFIC**

The following is a breakdown by community of the number of years of practice that is required:

Two ( 2 ) years: **Central Falls.**

Three ( 3 ) years: **\*North Smithfield; West Warwick.**

Four ( 4 ) years: **Charlestown; Hopkinton; Johnston; Narragansett; South Kingstown.**

Five ( 5 ) years: **Burrillville; Cranston; Glocester; Lincoln; North Providence; Pawtucket; Providence; Richmond; Warren; Warwick; Woonsocket.**

\* Also requires admittance to practice by the U.S. District Court for the District of Rhode Island

### **OTHERS**

**Little Compton:** Requires significant experience.

**West Greenwich:** Requires experience in municipal law.

## **PROBATE JUDGE**

### **GENERAL**

All probate judges are required to be attorneys-at-law in good standing who have been admitted to the practice of law in the state of Rhode Island.

### **SPECIFIC**

The following is a breakdown by community of the number of years of practice that is required:

Two ( 2 ) years: **Central Falls.**

Three ( 3 ) years: **Pawtucket; West Warwick.**

Four ( 4 ) years: **Charlestown; Hopkinton; Johnston; Narragansett; South Kingstown.**

Five ( 5 ) years: **Burrillville; Cranston; Foster; Glocester; Little Compton; North Providence; Richmond; Smithfield; Warren; West Greenwich; Woonsocket.**

## **ADDITIONAL POSITIONS – CITY OF PROVIDENCE**

**Budget Analyst:** Master's degree in business administration, and five ( 5 ) years supervisory experience in budget analysis and budget projection; or equivalent training or experience;

**Budget Officer:** College graduate with a degree in finance or business administration, and five ( 5 ) years experience supervising a budget process; or equivalent training or experience;

**City Controller:** Licensed public accountant; or equivalent training or experience;

**Public Property Director:** Bachelor's degree from an accredited college, and five ( 5 ) years supervising a centralized system for purchase, distribution and inventory of supplies, or supervising building maintenance; or equivalent training or experience;

**Public Safety Commissioner:** Bachelor's degree from an accredited college, and five ( 5 ) years supervisory experience in administration or community relations; or equivalent training and supervisory experience;

**Traffic Engineer:** Professional training in the field of traffic engineering, and employed for five ( 5 ) years in traffic engineering or a closely related field; or equivalent training or experience.