

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: Bachelor of Arts or Bachelor of Science degree, and at least three (3) years experience in some city, town or county government; or a minimum degree in public administration.

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;

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;

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:

**Bristol; *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

Lincoln: Ten (10) years experience, five (5) years of which are in a supervisory capacity, and a rank of sergeant or above;

Middletown: Ten (10) years experience above rank of patrolman in any organized police department or equivalent law enforcement agency;

POLICE CHIEF (CONT.)

- 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

Bristol: Member of Bristol fire dept. with three (3) years experience in fire fighting and fire prevention;

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

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.

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.

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

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.**

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.