

# **Town of Coventry, RI**

## **Seeking Applicants for Entry-Level Planning Technician**

**Position open until filled – posted November 8, 2025**

### **Statement of Duties:**

Entry-level position with an ability to learn on the job and grow as a planning professional. Position involves administrative support to the Coventry Department of Planning & Development. Tasks involve assisting with the review of major & minor land development projects, major & minor subdivisions, and other planning applications as needed. Position will support the overall planning functions of the Town, assist with special projects, and assist with grant applications. Functions include telephonic and over-the-counter assistance in responding to zoning and planning inquiries.

### **Required Knowledge, Skills and Abilities:**

Possess an interest in planning work; a basic understanding of land use concepts; an ability to work in a team environment; and an ability to timely meet deadlines. May be asked to attend scheduled evening meetings, depending on availability and need. Must be able to communicate effectively through written reports and email correspondence.

### **Education and Experience:**

- Bachelor's degree is required. Experience or education in planning, land use, community development, natural resources, land management, housing development, architecture, or related fields is preferred.
- Proficient computer skills in Microsoft Windows & office suite.
- Valid Drivers License

### **Supervision:**

Works directly under the supervision and guidance of the Director of Planning & Development.

**Starting Salary \$32.17 per hr.**  
**\$58,550 per yr.**

With pending salary increases to be discussed upon review of qualified candidates. The Town of Coventry, RI offers an excellent benefit package that includes ample paid time off, Blue Cross/ Blue Shield health insurance, Delta Dental, and Life Insurance.

### **Interested Candidates**

For more information regarding the roles, expectations and responsibilities of this position, please contact Doug McLean, Planning Director, at [dmclean@coventryri.gov](mailto:dmclean@coventryri.gov).

To apply, please submit a cover letter and resume to:  
[hr@coventryri.gov](mailto:hr@coventryri.gov) or Human Resources, Town of Coventry, 1670 Flat River Road, Coventry, RI