

**I-195 REDEVELOPMENT DISTRICT**

**RESOLUTION REGARDING 2023 PERSONNEL PLAN**

November 15, 2023

**VOTED:** That the updates to the Personnel Plan of the District as presented to, and reviewed by, the Commissioners this date, be and hereby is approved and adopted.

# EXHIBIT A

## 2023 Personnel Plan



To: I-195 Redevelopment District Commissioners

From: Caroline Skuncik, Executive Director  
Amber Ilcisko, Director of Operations

Date: November 15, 2023

Re: Personnel Plan

---

[195district.com](http://195district.com)  
225 Dyer Street, 4th floor  
Providence, RI 02903  
401-400-4362

[195districtpark.com](http://195districtpark.com)  
225 Dyer Street, 4th Floor  
Providence, RI 02903  
401-400-5660

This memo provides an overview of the I-195 Redevelopment District's (District's) proposed updated personnel plan. The current personnel plan was adopted in 2022. Since the District has taken on the responsibility of 195 District Park (Park) in 2021, the focus has been to create an active and vibrant, heavily programmed open space to support the development of an innovation district. Over the last year (Oct 30, 2022 - Oct 30, 2023), the Park hosted over a hundred events and saw 1.6 million visits with an average of 4,475 visits per day. To keep pace with the current workload and ensure that we can continue to meet our mission, adjustments to the District's staffing are necessary.

### Positions

Currently, there are five full-time employees at the District: Executive Director, Director of Operations, Senior Project Manager/Director of Real Estate, Office Manager, and Park Manager; and two part-time Park Program Coordinators. One additional position is proposed, Assistant Park Manager, along with updates to the responsibilities of the Director of Operations, Park Manager, and the Park Program Coordinator positions to reflect the addition of a new position. There are also small modifications to all salary ranges for each position.

The Assistant Park Manger will support the Park Manager in the day-to-day operations of the Park, including serving as supervisor to the part-time Park Program Coordinators, administering the Call for Curators mini-grant program, and implementing a passive program plan in the Park. This will be a full-time exempt position.

The Park Program Coordinator position will continue to support programming in the Park. This will now be exclusively an hourly, part-time position dedicated to daily park setup, event support, and supporting the Assistant Park Manager. The Park Manager job description is proposed to be amended to support the



changes to the Program Coordinator role and the addition of the Assistant Park Manager.

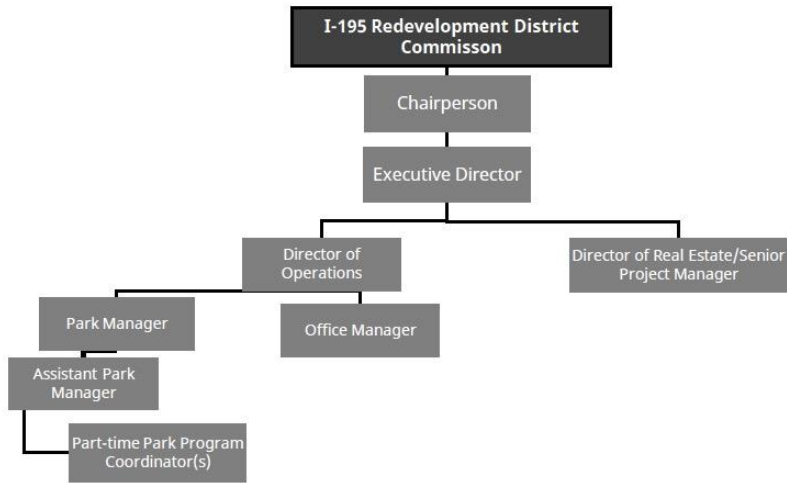
Full job descriptions for all positions are provided in Exhibit A.

**Organizational Chart**

The proposed organizational chart for the District is below.

195district.com  
225 Dyer Street, 4th floor  
Providence, RI 02903  
401-400-4362

195districtpark.com  
225 Dyer Street, 4th Floor  
Providence, RI 02903  
401-400-5660



**Equal Opportunity Statement**

*The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

## Exhibit A



### Director of Operations

#### Position Summary

The Director of Operations is an integral part of the I-195 Redevelopment District (District) team. Key responsibilities include oversight of procurement and contracts, coordination of public records requests, support for monthly Commission meetings, oversight of the maintenance and operations of the seven-acre 195 District Park (Park), management of vendors and park and administrative staff, budgeting and financial tracking, and reporting. Additionally, the Director of Operations will support District projects and initiatives, including real estate projects and infrastructure. The Director will report to the Executive Director and also work closely and at times independently with the Commission Chairman.

#### Responsibilities

- Lead preparation and organization for monthly Commission meetings. Duties and tasks include compliance with Open Meeting Act, drafting meeting minutes, legal review of agenda and all meeting submittals, scheduling, public notices, technology preparation, etc.
- Oversee park operations and maintenance and capital improvements. Work with stakeholders and partners on projects related to the Park and other infrastructure projects in and around the Park and District.
- Supervise Park Manager and Office Manager positions.
- Oversee all internal operations for the District, including billing, staff payroll and benefits, insurance, budgeting, etc.
- Lead procurement efforts for all vendors, ensuring compliance with all applicable procurement regulations. Manage vendors and contracts.
- Coordinate responses to public records requests and ensure compliance with state law.
- Develop reports for legislature and other stakeholders on District activities.
- Assist with project closings, permitting, and review of proposed development projects, including coordination with consultants and developers.
- Assist with planning projects and initiatives in and around the District.
- Assist with compliance with the District's Development Plan and periodic updates to the Plan.

- Assist with hiring, onboarding, and other human resource related coordination.

**Key Competencies**

- Fluency with best practices in human resource practices in public sector agencies
- Comprehensive understanding and comfort level with all matters relating to compliance for a small public agency
- Budgeting, accounting and public sector financial management and flow of funds
- Strong communication skills with board members and senior management
- Experience developing and overseeing contracts and legal agreements
- Resourceful team player, yet able to work effectively independently

**Professional Qualifications**

- Bachelor's degree (Masters' degree preferred) in related field with seven (7) to ten (10) years' experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat and Outlook.

*Salary range: \$85,000 - \$140,000*

*The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*



## **Director of Real Estate/Senior Project Manager**

### **Position Summary**

The Director of Real Estate/Senior Project Manager is an integral part of the I-195 Redevelopment District (District) team. Key responsibilities include the management of proposed development projects in the District from approval through construction completion, oversight of District asset management, and assisting with District marketing efforts.

### **Responsibilities**

- Assist with the development of Requests for Proposals for development parcels and evaluation of proposals, including feasibility analyses.
- Work with developers and District's consultants on entitlement process for projects, including zoning relief, design review, and environmental permitting.
- Oversee real estate closings.
- Manage District-led construction activities from predevelopment through design and construction, for example the construction of amenities within the new waterfront parks. Oversee project vendors, manage project schedule and budget, etc.
- Monitor project compliance through construction and beyond, including compliance with any incentive agreements.
- Collaborate with stakeholders and public and private sector partners to advance the mission of the District.
- Assist Executive Director in the development and execution of a local and national marketing and outreach plan to attract corporate users and developers to the 195 District.
- Prepare reports, presentations, and communication pieces for senior officials within State government and the District's board of directors.
- Perform other related duties as requested and assist with special projects.

### **Key Competencies**

- Strong real estate skills
- Strong project management skills
- Experience with public-private partnerships preferred
- Experience with ground-up construction preferred
- Experience working on urban redevelopment, development of open spaces, and placemaking initiatives preferred
- High proficiency in Excel and financial modeling

- Excellent written communication skills, especially with PowerPoint or similar platforms
- Familiarity with real estate closing process and fluency with legal matters and legal documents
- Ability to work independently with senior members of State government and District board members on various projects

**Professional Qualifications:**

- Bachelor's degree (Master's degree preferred) in related field, such as real estate, planning, business, finance, legal, marketing and/or qualitative analysis. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat and Outlook.

*Salary Range: \$85,000 - \$140,000*

*The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*



## Office Manager

### Position Summary

The Office Manager assists with the coordination of operations and management of the I-195 Redevelopment District (District). Responsibilities include, but are not limited to: assisting with functions required to administer Commission meetings, assisting with processing invoices and billing, providing procurement support, scheduling meetings, record-keeping, and filing. This position will report to the Director of Operations.

### Responsibilities

- Perform administrative functions, such as preparing expense reports, arranging travel, reviewing mail, etc.
- Schedule meetings at the request of District staff
- Coordinate Commission meetings including scheduling, quorum confirmations, assembling meeting packages, and record-keeping
- Assist with payroll, bookkeeping, and accounting functions such as preparing invoices for processing, and preparing District bank deposits
- Support District procurement needs
- Assist with website support
- Manage the District filing system
- Assist with contract compliance
- Assist with administrative functions related to park operations, as needed

### Key Competencies

- Ability to maintain policies, and procedures
- Strong time management, communication, and coordination skills among various audiences, including community members, vendors, and contractors
- Extremely organized and efficient
- Resourceful team player, yet able to work effectively independently
- Entrepreneurial self-starter willing to generate and execute new ideas to achieve the District's mission

### Professional Qualifications

- High School Diploma (Bachelor's degree preferred) with three (3) to seven (7) years experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat, and Outlook.



*Salary Range: \$45,000-\$65,000*

*The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*



## **Park Manager**

### **Position Summary**

The Park Manager oversees the operations and management of the 195 District Park (Park) located in the I-195 Redevelopment District (District). The Park is a seven-acre open space in the middle of downtown Providence with approximately 5,000 visits a day and 1.5 million visits annually. The Park Manager is instrumental in achieving the vision for the Park as a high-quality, vibrant, and activated public space. This position will report to the Director of Operations.

### **Responsibilities:**

- Responsible for day-to-day management and operation of the Park
- Manage a team of approximately four Park staff members, one of which is a full-time direct-report
- Manage Park maintenance contractors and coordinate with adjacent land owners, as needed
- Assist with planning and execution of capital improvement projects
- Maintain a robust annual Park calendar that will attract a diverse audience
- Manage and coordinate vendors and contractors in the Park (food and beverage, events, etc.)
- Manage Park-related procurement efforts including outreach to vendors, drafting Requests for Proposals, and other related tasks
- Proactively facilitate Park programming (active and passive) and develop partnerships with programming partners
- Oversee requests and implementation of events and programming in Park, negotiate contracts, schedule, etc.
- Manage Park communications including website updates and event calendar, newsletters, and social media accounts
- Assist with tracking expenditures and budget
- Assist with community and stakeholder relations
- Assist with contract compliance

### **Key Competencies**

- Ability to implement program goals, objectives, policies, and procedures
- Strong time management, communication, and coordination skills among various audiences, including community members, vendors, and contractors
- Fiscal management and budget administration
- Resourceful team player, yet able to work effectively independently

- Entrepreneurial self-starter willing to generate and execute new ideas to achieve the vision for the Park
- An interest in open spaces, placemaking, and urban redevelopment

**Professional Qualifications**

- High School Diploma (Bachelor's degree preferred) with three (3) to seven (7) years' experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat, and Outlook.

*Salary Range: \$58,000- \$85,000*

*The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*



## **Assistant Park Manager**

### **Position Summary**

The Assistant Park Manager supports the Park Manager with daily operations and management of the Park. Responsibilities include but are not limited to: supervising the Park's programming staff team; overseeing daily set-up of events and passive programming; and leading permitting, licensing, and compliance for park activities. The Assistant Park Manager will report to the Park Manager. The position is full-time, salaried, and expected to spend a significant portion of the weekly schedule in person at the Park.

### **Responsibilities**

- Supervise Park Program Coordinator staff, including scheduling, managing daily responsibilities, and other HR-related responsibilities, including performance evaluations and assisting with new hires.
- Administrate the Call for Curators and Programmers, a mini-grant program for programming initiatives in the Park.
- Lead administrative efforts for programming, including permitting, licensing, processing payments to partners and vendors, contract compliance, and data and survey collection.
- Oversee the implementation of passive programming that may include daily or seasonal setups.
- Ensure the seamless setup and breakdown of daily events and programs, including supervising third-party vendors, maintaining event schedules and providing technical assistance, as needed.
- Act as the Park's public-facing ambassador at events.
- Collaborate with Park Manager to plan, direct, and coordinate programs and projects in the Park.
- Play lead production role in planning and supporting larger-scale partnered events.
- Oversee daily aspects of park maintenance and security to ensure Park standards are maintained.
- Oversee content development for website and social media and manage programming calendars.
- Manage inventory and organization of equipment and supplies.
- Manage the Park's photography library and procure event and landscape photographers.
- Generate attendance reports and other presentations.
- Assist with community and stakeholder relations.
- Attend weekly staff meetings and other meetings as required.

- Perform other related duties as assigned.

### **Key Competencies**

- Ability to implement program goals, objectives, policies, and procedures.
- Managerial and leadership experience.
- Strong time management and ability to juggle multiple concurrent projects.
- Excellent communication, and coordination skills among various audiences, including community members, vendors, and contractors.
- Resourceful team player, yet able to work effectively independently.
- Entrepreneurial self-starter willing to generate and execute new ideas to achieve the vision for the Park.
- An interest in open spaces, placemaking, and urban redevelopment.
- Experience in event production and management.
- Must be able to work evenings and weekends.
- Must be able to frequently work outdoors in all weather conditions and lift up to 50 lbs. at times.

### **Professional Qualifications**

- Bachelor's degree with two (2) to five (5) years' experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat, and Outlook. Experience with social media platforms and website management. Some experience with AV equipment ideal.

*Salary Range: \$47,000 - \$57,000, along with a full benefits package including healthcare and retirement.*

*The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*



## **Park Program Coordinator (Part-Time)**

### **Position Summary**

The Park Program Coordinator supports the Park staff with the day-to-day programming initiatives of the Park. Responsibilities include but are not limited to: on-site support before, during, and after Park events, preparing the Park for daily usage, serving as a Park representative for visitors and program partners, assisting with the execution of Park programming, and monitoring the Park for maintenance issues. Park programs range from small-scale art installations and performances to large-scale cultural events (on a scale of 20 to 50,000 anticipated attendees) such as private event rentals, children's programming, art festivals, live music events, and conferences. The Park Program Coordinator will report to the Park Manager. The position is part-time and seasonal between the months of April and November with the prospect of returning for winter month events.

### **Responsibilities**

- Assist with the setup, delivery, breakdown, and clean-up of events and daily Park activities.
- Assist in monitoring the Park for regular maintenance issues and report these issues as they arise.
- Serve as a public-facing ambassador for the Park and staff the Park information table, sharing Park marketing material, such as a Park program schedule, and social media platforms.
- Assist in producing event-related social media showcasing activities in the Park.
- Data collection: Solicit feedback regarding the Park and programming initiatives. Produce post-event attendance and feedback reports.
- Help organize and maintain Park storage and inventory systems.
- Assist with Park administration, which may include office hours and attending meetings.
- Be flexible in approach and be able to work outside of role in support of other team members in a broad range of work-related activities.

### **Key Competencies**

- Ability to follow and enforce Park policies and procedures.
- Strong communication skills among various audiences, including community members and vendors.
- Comfortable with a public-facing role that engages users of the park and works alongside programming partners to execute events.

- Display professionalism and a “people first” attitude.
- Resourceful team player, with the ability to problem-solve as things arise.
- An interest in open spaces, placemaking, and events.

**Professional Qualifications**

High School Diploma (Bachelor’s degree preferred) with at least (1) year of experience in a similar role. Must be able to work outdoors for extended periods of time performing manual labor. Ability to lift 50 pounds. Proficient in Microsoft Suite, Adobe Acrobat, and Outlook. Experience with social media management and A/V equipment ideal.

\$22-25 / hour

*The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*