



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

JOB TITLE: Economic and Community Development Specialist

Department: Economic & Community Development	Status: Full-Time
Annual Salary: \$51,000	Available Positions: 1

Application Process:

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff-ar.gov/human-resources

CLOSING DATE:
Until Filled

Department of Human Resources 200 E. 8 th Avenue, Room 104 Pine Bluff, AR 71601	Office (870) 730-2038/ FAX (870) 730-2157 Office Hours: Monday-Friday: 8:00 a.m. – 5:00 p.m.
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ESSENTIAL JOB FUNCTIONS: The Economic Development Specialist (EDS) implements, evaluates, and reports on economic development activities managed by the department that support the department's Economic Development Agenda and broader economic development efforts. The EDS manages and contributes to collaborative efforts with partners and other stakeholders to achieve economic and community objectives, works with existing and prospective business owners in revitalization areas, and assists with securing funding, partnerships, and other resources needed. The ECD also attends various meetings within the community to facilitate communication and coordination among stakeholders in support of economic and community development objectives, works with clients served by the department's Community Services Team, and other duties assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree (B.A. or B.S.) in business administration, economics, public administration, sociology, psychology, or political science from a four-year college or university and three years of related experience and/or training; or equivalent combination of education and experience.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.