



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

JOB TITLE: Special Projects Coordinator

Department: Fire	Status: Full Time/ Permanent
Annual Salary \$30,651	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.com

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 Special Projects Coordinator is responsible for answering the telephone, paging appropriate personnel, transferring calls and taking messages. The Special Project Coordinator assist citizens with request for burn permits, explains requirements and keeps documentation for all permits. The Special Projects Coordinator is also responsible for providing reports to the public and insurance companies, composing and preparing memos, letters and any other correspondence, assisting in payroll and all other duties assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: High school diploma or GED plus specialized training and/or additional college courses and four 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.