



CITY OF LITTLE ROCK
invites applications for the position of:

Development Administrator

An Equal Opportunity Employer

DEPARTMENT: Planning & Development

FULL SALARY RANGE: \$45,081.00 - \$69,425.00 Annually

HIRING/ENTRY SALARY: \$45,081 - \$69,425

JOB TYPE: A1 -Full Time- Regular Position

FLSA: Exempt position, not eligible for overtime compensation.

OPENING DATE: 01/30/19

**CLOSING
DATE:**
02/12/19 11:59
PM

GRADE: 711

OPENINGS: 1

REQUIRED LICENSES AND/OR CERTIFICATIONS: A valid Arkansas Class D Non-Commercial Drivers License before employment and maintain licensure for the duration of employment in this position

POSITION INFORMATION/DESCRIPTION:

To receive, review and process applications of plans and sites for all proposed developments and identifies and resolves potential issues to ensure compliance with City ordinances; to provide technical information regarding buildings, signage, subdivisions, planned development regulations, zoning, and subdivision site plan reviews to developers, architects, contractors, engineers, and citizens.

ESSENTIAL JOB FUNCTIONS:

For a complete list of essential job functions, please visit www.LRJobs.net.

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:

These knowledge, skills, and abilities are usually, although not always, acquired through completion of Bachelor's degree in Architecture, Planning, Civil Engineering, or a related area; four (4) years of professional-level experience in urban planning, planning administration, site development, project management, program management, building design, site design or a related area. Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENT:

- Must be available to work evenings, nights and weekends as required.

DISCLAIMER: This document does not create an employment contract, implied or otherwise.

APPLICATION REQUIREMENTS:

- Online applications only
- Applicant's answers to supplemental questions will be used to screen for minimum qualifications electronically.

- List of qualified applicants will be considered active for up to six (6) months and may be used to fill future openings with same or similar minimum qualifications.
- All communication regarding application status will be sent to candidates via email address listed on account.
- Applicants may check application status for any position by logging into their account at www.lrjobs.net or contacting Human Resources at (501) 371-4590 if they are having computer difficulties.

APPLICATIONS MAY BE FILED
ONLINE AT:
<http://www.LRJobs.net>

Job #D-01-2019
DEVELOPMENT ADMINISTRATOR
KH

THE CITY OF LITTLE ROCK HUMAN
RESOURCES
500 West Markham, Suite 130W
Little Rock, AR 72201-1428
501-371-4590
HR-Employment@littlerock.gov

Development Administrator Supplemental Questionnaire

- * 1. Do you possess or will you be able to obtain a valid Arkansas Class D (Non-Commercial Vehicle) Driver's License before employment? NOTE: This license is required prior to employment in this position.
 Yes No
- * 2. Are you willing and able to work evenings, nights and weekends as required in this position?
 Yes No
- * 3. Do you have a Bachelor's degree in one of the areas listed below?
 - Architecture
 - Planning
 - Civil Engineering
 - Related Area
 - Master's degree in any of the above
 - No related Education
- * 4. Do you have four (4) years of professional-level experience in urban planning or a related area?
 Yes No
- * 5. If yes, please describe this experience to include tenure and related employers. NOTE: Employer(s) listed must be included in the work history section of your application. If no, enter N/A.

* Required Question