

Job Announcement

City of Baton Rouge/Parish of EBR

Job Title: DEVELOPMENT PROJECT DIRECTOR
Type of Vacancy: Open Competitive
Job Opening No.: 2200913-1 **Job Code:** 1868
Work Location: DOWNTOWN DEVELOPMENT DISTRICT
Starting Salary: \$25.2278 Hourly / \$52,473 Annually **Pay Grade:** 2260
Special Recruiting Rate: This classification has a special recruiting rate at Step 6 (Starting Salary \$60,831 Annually)
Application Dates: 09/16/2022 - 10/13/2022 **Application Times:** Friday 12 Noon - Thursday

NOTE: Applicants using education to qualify for any job **MUST** attach a copy of their degree or transcript to their application at the time of applying. Applicants applying for any position that requires an official certification **MUST** attach a copy of that certification at the time of applying. Applicants **MAY** use experience as a substitution only if the minimum requirements indicates such. Failure to provide documentation of education, licenses, certifications, and courses may result in your application being **REJECTED** or a lower application score.

GENERAL DESCRIPTION

Under the direction of the Executive Director, this employee is responsible for special Downtown Development District (DDD) initiatives that encompass strategic planning and program services, business and property owner services, community and public relations, event management, project management, and grant management. Duties involve working in partnership with the public and private sector, collecting and analyzing data, developing public relations and marketing materials, facilitating stakeholder engagement, formulating policies and procedures to implement projects, creating graphic materials depicting projects and programs, developing and managing grants to implement projects, assisting with coordination of downtown events, and furthering the vision outlined in various downtown master plan documents. Work also involves the use of independent judgment and is reviewed through conferences for desired results. Performs other work as requested.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's degree in landscape architecture, planning, public administration, urban planning, or a related field, and three years of responsible experience in the area of urban planning, economic development, or urban development.

SUBSTITUTIONS

Any equivalent combination of education and experience.

CERTIFICATIONS/LICENSES/REGISTRATIONS

(Unless otherwise specified below, must possess at the time of appointment and must be maintained current throughout employment in this classification.)

Position(s) of this classification may require a valid Louisiana driver's license. If license is required, must be maintained throughout employment in this position.

Position(s) of this classification may require at the time of application, possession of the American Institute of Certified Planners (AICP) Certification or a Professional Landscape Architect (PLA) License.

OTHER JOB ASPECTS

None.

SELECTIVE CERTIFICATION

None.

EXAMINATION

Score derived from application grading.

APPLICATION NOTE

In your employment application, please include detailed information such as software and equipment used, documents produced, fiscal or legal duties performed, types of customer service provided, decisions made, guidelines followed, supervisory duties, etc. Failure to provide a detailed description of job duties may result in your application being rejected or a lower application score.

Note: For the complete job specification, please visit www.brla.gov/hr.

Career Assessment: Explore career options and take a free career assessment at www.brla.gov/careerguide.