



CITY OF WEST MEMPHIS

604 E. Cooper - P.O. Box 1868 – West Memphis, AR 72303-1868 – (870) 702-5114

TO: ALL QUALIFIED APPLICANTS

FROM: HUMAN RESOURCES

RE: JOB OPENING – Assistant Director of Planning and Development

Assistant Director of Planning and Development – PLANNING AND DEVELOPMENT

This is a full-time position with benefits working under the direction of the Director of Planning and Development. The Assistant Director of Planning and Development assists the Director in all aspects of planning, zoning, building codes, and code compliance. The Assistant Director ensures accurate and timely planning and zoning actions and responds to public requests for information. The Assistant Director also supervises and participates in advanced professional planning and development review activities.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Bachelor's degree in urban planning, public administration, or a related field

Preferred

Master's degree in urban planning public administration or related area with public sector work experience preferred and two (2) years of experience.

Proposed Salary: Grade 20 - \$16.16-\$20.48/hr.

HOW TO APPLY:

Apply online at www.westmemphisar.gov

APPLICATIONS ARE ACCEPTED UNTIL THE POSITION IS FILLED.

THE CITY OF WEST MEMPHIS IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).