

# Job Announcement

*City of Baton Rouge/Parish of EBR*

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**Job Title:** DEVELOPMENT PROJECT DIRECTOR

**Type of Vacancy:** Open Competitive

**Job Opening No.:** 2200211-1

**Job Code:** 1868

**Work Location:** DOWNTOWN DEVELOPMENT DISTRICT

**Starting Salary:** \$24.0265 Hourly / \$49,975 Annually      **Pay Grade:** 2260

**Special Recruiting Rate:** This classification has a special recruiting rate at Step 6 (Starting Salary \$57,935 Annually)

**Application Dates:** 01/28/2022 - 02/10/2022

**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 performs responsible project management of special Downtown Development District initiatives. Duties involve working in partnership with the public and private sector, developing strategies; formulating policies and procedures to implement projects; and furthering the vision outlined for downtown in various Downtown Master Plan documents. Work also involves the use of independent judgment and is reviewed through conferences and 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.

### 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](http://www.brla.gov/hr).

**Career Assessment:** Explore career options and take a free career assessment at [www.brla.gov/careerguide](http://www.brla.gov/careerguide).