

If you're a talented, passionate Urban Planner who dreams  
of living in one of America's greatest towns, then

we can make your  
dream come true!



**The Bryant Planning and Community Development Director is a unique opportunity for an outstanding professional to work in a vibrant and rapidly growing community right outside of Little Rock. Whether you are an enthusiastic urban planner eager to make a difference, or a seasoned developer ready to guide our City to the next level, this is the job you've dreamed about.**

## REQUIREMENTS OF THE JOB

### Management:

**Strategic Planning and Direction** - Develops and implements a strategic long-term sustainable vision for the future of the City while maintaining positive relationships with developers, contractors, and landowners. Ensures that the City Council and the Mayor remain fully informed on the condition of the City and serves as advisor to the Mayor and Committees regarding planning, zoning and development.

**Policy** - Develops and seeks approval for all Planning policies and departmental procedures.

**Finance** - Directs and executes the budgeting, accounting, grant management and purchasing functions of the planning department. Prepares and proposes the annual department operations budget

**Personnel** - Oversees all functions of the Planning Department to include the recruitment, employment evaluation and training of all Planning personnel.

### Subject Matter Knowledge:

Considerable knowledge in the following areas is preferred:

- Theory, principles, and techniques of the planning profession and development process
- Sustainable and resilient development
- Community and transportation planning
- Land development
- Public policy development
- Bid processing
- Federal, state, and local laws, codes and ordinances as they apply to planning

### Education/Experience:

This position level requires a minimum of a 4 year degree or equivalent work experience, public administration or a related field and a minimum of four years of progressively responsible planning experience. Generally, four years of experience must be in a supervisory capacity, but would consider other strengths and potential to attract the right candidate to this position. AICP Certification is required, or ability to obtain certification within one year; preference may be given to applicants possessing qualifications above the minimum.

### Personal Traits:

Candidates who will be successful in this position should exhibit the following personal traits:

- Excellent intra and inter-personal communication skills to include writing, editing, and public speaking
- Effective persuasive leadership comfortable with all levels of staff and members of the public
- Acute ability to define problems, collect data establish facts, and draw valid conclusions
- Strong sense of urgency with specific regard to deadlines and achieving department or City-wide goals
- Open-minded visionary who is not afraid to maintain a goal-oriented vision
- Commitment to seeking and advocating the positive future growth of the City
- High ethical and professional standards
- Professional attitude and appearance



# CITY OF BRYANT PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR JOB FUNCTIONS

An overview of the core work functions which are subject to vary from month to month or year to year, depending on departmental demands.

## Organizational Management

- Personnel management
- Departmental and strategic planning
- Budget development and execution, and purchasing

## Board/Committee Related Activities

- Staff Advisor to the Planning Commission
- City representative for the Planning commission, Board of Zoning Adjustment and other local/regional boards
- Leads the selection committee for professional consulting firms relative to projects undertaken by the Planning Department
- Report development, review, and presentation



## Public Relations

- Responsible for maintaining positive working relationships with local and regional developers, contractors, land/business owners, and attorneys
- Serves as first contact with developers and land owners wishing to do business in the City
- Strong written and oral communication skills, including editing, oversight, or preparation of technical reports, and the presentation of information to government entities and various committees

## Research and Policy Development

- Develops organization-wide and department-wide policies and procedures
- Researches and reviews all departmental reports and presentations
- Evaluates planning-related legislation as it applies to department projects
- Researches and presents studies of land use, demographic, economic, and development characteristics of areas with the City planning boundaries
- Studies principles and techniques of the planning and development process as well as federal, state, and local laws, ordinances, and codes as they apply to planning

## ABOUT BRYANT

Bryant is a progressive city focused on economic development while at the same time cherishing the aspects that has kept it rich in community. Located in the heart of Arkansas and rated as the second fastest growing city in Arkansas, Bryant residents have quick access to surrounding cities such as Little Rock, Hot Springs, and additional metropolitan giants such as Dallas, St Louis, and Memphis. Bryant boasts amenities such as a local airport with a newly renovated terminal, a new hospital under construction and access to a prestigious selection of schools including; The University of Arkansas, Pulaski Technical College, Henderson State University, and the University of Central Arkansas.

With a steady growth rate of 4% a year, Bryant not only retains families for generations, but constantly attracts new residents seeking a healthy place to raise a family. People come to Bryant to become a part of a place that has shared family values, and to be a part of a community that encourages a culture of health, education, growth, and wellbeing.

The City of Bryant has an abundance of parks and organizations that support all stages of life and allow multi-generations to interact in a healthy manner, giving support to one another in all stages of life.

## COMPENSATION:

The Planning and Community Development Director will be paid up to \$78,368 annually pending Council approval. The City of Bryant offers an excellent full compensation package that includes health benefits, retirement programs, and paid time off.

## HOW TO APPLY

This position is open until filled. Interested applicants should apply online via the employment link on the city website, [www.cityofbryant.com](http://www.cityofbryant.com).

**Questions should be directed to the Human Resources Department at 501-943-0306.**

