



# CITY OF PINE BLUFF

## DEPARTMENT OF HUMAN RESOURCES

### JOB ANNOUNCEMENT

**JOB TITLE:** General Manager-6<sup>th</sup> and Main District

<b>Department:</b> Urban Renewal Agency	<b>Status:</b> Full Time/ Permanent
<b>Annual Salary:</b> \$52,000 plus benefits	<b>Available Positions:</b> 1

#### **Application Process:**

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at [www.cityofpinebluff-ar.gov/human-resources](http://www.cityofpinebluff-ar.gov/human-resources)

CLOSING DATE:  
Until Filled

<b>Department of Human Resources</b> 200 E. 8 <sup>th</sup> Avenue, Room 104 Pine Bluff, AR 71601	<b>Office</b> (870) 730-2038/ <b>FAX</b> (870) 230-2157 Office Hours: <b>Monday-Friday: 8:00 a.m. – 5:00 p.m.</b>
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#### **ESSENTIAL JOB FUNCTIONS:**

The General Manager (GM) manages the budget and ensures adherence to financial goals, including rent collection, and building expense payments, and prepares financial reports for Senior Management. The GM oversees the day-to-day operations of the retail and food hall spaces along with district grounds, coordinates with vendors to ensure efficient building maintenance and services, and monitors tenant operations. The GM also works closely with the Marketing Specialist to promote events, campaigns, and initiatives, builds partnerships with local organizations to boost the visibility of the district, ensures compliance with health and safety regulations, including ServSafe standards, promotes sustainable practices, such as energy efficiency and waste management and all other duties assigned.

#### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Minimum of three years of experience in restaurant and retail management or Master's Degree equivalent; proven track record of meeting financial and operational goals; excellent communication skills and ability to work under pressure; proficiency in financial reporting tools and basic office software.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.