



# CITY OF PINE BLUFF

## DEPARTMENT OF HUMAN RESOURCES

### JOB ANNOUNCEMENT

**JOB TITLE:** Assistant 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> \$40,000 plus benefits	<b>Available Positions:</b> 1
<b>Application Process:</b> 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 <a href="http://www.cityofpinebluff-ar.gov/human-resources">www.cityofpinebluff-ar.gov/human-resources</a>	
<b>CLOSING DATE:</b> 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>

#### **ESSENTIAL JOB FUNCTIONS:**

The Assistant General Manager assists the General Manager in the daily management of operations, including tenant support and maintenance coordination, collaborates on event planning and ensures successful implementation, and coordinates with the General Manager and Marketing Specialist to maximize event impact. The Assistant General Manager acts as a liaison for tenants, addressing immediate concerns and operational needs, steps in when General Manager is unavailable, maintains ServSafe and other regulatory standards, assists with sustainable initiatives and compliance tracking, and all other duties assigned.

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

Minimum of two years of experience in restaurant or retail supervision or academic equivalent; strong interpersonal and organizational skills; basic knowledge of financial reporting and budgeting; familiarity with food safety and sustainability (ServSafe certification preferred); ability to multitask in a dynamic, fast-paced environment.

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.