



MINIMUM QUALIFICATIONS:

Knowledge of:

- Operational characteristics, services, and activities of an economic development program.
- Economic development in historically underserved neighborhoods.
- Principles and practices of program management, development, and administration.
- Principles and practices of municipal budget preparation and administration.
- Management skills to analyze programs, policies, and operational needs.

Ability to:

- Determine the feasibility of various economic development projects.
- Work with businesses and community leaders to identify and expand business opportunities in historically underserved neighborhoods.
- Identify and respond to community issues, concerns, and needs.
- Develop and administer goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.

Experience:

Five years of increasingly responsible experience in public administration, economic development or a related field.

Training:

Bachelor's degree from an accredited college or university with major course work in business or public administration, finance, or a related field.

How to Apply:

Please send all application materials to mayor@shreveportla.gov. Closing date for applications is May 20, 2023.

The City of Shreveport is an Equal Opportunity Employer