

City of Emporia, Virginia

Position

Community and Economic Development Manager

Agency

City of Emporia, VA - City Manager's Office

Deadline to Apply

Friday, April 28th by 5:00 pm

Job Description and Responsibilities

The City of Emporia (population 5,927) seeks applicants for the position of Community and Economic Development Manager. Duties include, but are not limited to, assisting with the development, coordination, and implementation of the City's community and economic development programs. Work is performed under the general supervision of the Assistant City Manager. Please contact Lori Jarratt via email at lori.jarratt@ci.emporia.va.us to obtain full position description.

Minimum Starting Salary

\$57,821

Educational Requirements

Bachelor's degree from an accredited college or university in public administration, business administration, urban planning, political science, or related field. Master's degree in same preferred.

Experience Requirements

Work experience in local government administration, community development, economic development, downtown development, grants administration, and marketing preferred.

Licensure and Certification Requirements

Must possess a valid driver's license.

How to Apply

Must submit a completed City employment application, cover letter, resume, salary history, and current contact information for three professional references to:

Community and Economic Development Manager Search
ATTN: Lori Jarratt, Assistant to the City Manager
City Manager's Office
201 S. Main Street
P.O. Box 511
Emporia, VA 23847

Application materials may also be submitted electronically to Lori Jarratt at lori.jarratt@ci.emporia.va.us. City employment application may be obtained on the City's website at www.ci.emporia.va.us. All application materials must be received no later than 5:00 on Friday, April 28th. Selected candidate must successfully complete a background investigation and drug screening. City of Emporia is an Equal Opportunity Employer (EOE).

Posted March 24, 2017