



CITY OF LITTLE ROCK  
invites applications for the position of:

# Executive Assistant to the Sr VP of Sales & Marketing

An Equal Opportunity Employer

**DEPARTMENT:** Little Rock Convention & Visitors Bureau

**FULL SALARY RANGE:** \$22.55 - \$28.19 Hourly  
\$46,906.00 - \$58,633.00 Annually

**JOB TYPE:** A1 -Full Time- Regular Position

**FLSA:** Non-exempt position, eligible for overtime compensation.

**OPENING DATE:** 03/18/21

**CLOSING DATE:**  
04/01/21 11:59 PM

**GRADE:** C41

**OPENINGS:** 1

**REQUIRED LICENSES AND/OR CERTIFICATIONS:** A valid Arkansas Class D Non-Commercial Drivers License before employment and maintain licensure for the duration of employment in this position

**SAFETY/SECURITY SENSITIVE DESIGNATION:**

This position is not designated as a safety/security sensitive position and is not subject to random drug and alcohol screening.  
This position is not considered Essential Personnel under the LRCVB Inclement Weather policy.

**JOB OBJECTIVE AND ESSENTIAL FUNCTIONS:**

**JOB OBJECTIVE:** To provide comprehensive executive-level administrative support to the Senior Vice President of Sales & Marketing of the Little Rock Convention & Visitor's Bureau (LRCVB).

**ESSENTIAL JOB FUNCTIONS:**

For a complete list of essential job functions and description please visit our website by clicking [here](#).

**SUPERVISORY RESPONSIBILITIES:** Administrative Coordinator and Collateral Distribution Clerk

**MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:**

These knowledge, skills, and abilities are usually, although not always, acquired through completion of two (2) years of college coursework in Business Administration, Public Administration, or a related area; four (4) years of demonstrated administrative support to a high

level executive (i.e. Chief Executive Officer, Chief Operating Officer, President, Chief Financial Officer, etc.) or a related area and two (2) years of supervisory experience. Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS:**

Must be available to work evenings, weekends, and holidays as required.

This position may require one or more of the following pre-employment screenings: drug and alcohol screening, or background investigation.

**DISCLAIMER:**

This document does not create an employment contract, implied or otherwise.

**APPLICATION REQUIREMENTS:**

- Online applications only
- Applicant's answers to supplemental questions will be used to screen for minimum qualifications electronically.
- Please include a complete work history when completing application. Work history may impact initial salary offer amount for the successful candidate.
- List of qualified applicants will be considered active for up to six (6) months and may be used to fill future openings with same or similar minimum qualifications.
- All communication regarding application status will be sent to candidates via text message/ email address listed on account.
- You may check your [NeoGov inbox](#) to review all notices sent to the email address associated with your applications.
- Applicants may check application status for any position by logging into their [account](#) or contacting Human Resources at (501) 371-4590 if they are having computer difficulties.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.littlerock.gov/for-job-seekers/city-employment/>

Job #CVB-2021-03  
EXECUTIVE ASSISTANT TO THE SR VP OF SALES & MARKETING  
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THE CITY OF LITTLE ROCK HUMAN RESOURCES  
500 West Markham, Suite 130W  
Little Rock, AR 72201-1428  
501-371-4590  
[HR-Employment@littlerock.gov](mailto:HR-Employment@littlerock.gov)

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**Executive Assistant to the Sr VP of Sales & Marketing Supplemental Questionnaire**

- \* 1. Are you willing to accept an starting salary of \$46,906 to \$58,633?  
 Yes    No
  
- \* 2. Do you have or will you be able to obtain a current valid Arkansas Class D Driver's License before hire?  
 Yes    No
  
- \* 3. Are you willing and able to work weekends, holidays and nights?  
 Yes    No

- \* 4. Do you have two 2 years of course work in any of the following fields?
  - Administrative Services
  - Business Administration
  - Public Administrator
  - Other degree/field
  - Course work in a related area
  - NA (Does not have any course work)
- \* 5. Do you have four (4) years of administrative support working with Executive-level staff?
  - Yes    No
- \* 6. If yes, please describe your experience including time in position and employer(s). NOTE: This information must be included in your work history in your application. If no, enter N/A.
- \* 7. Do you have two (2) years of supervisory or leadership experience?
  - Yes    No
- \* 8. If yes, what position(s) listed in your employment history had supervisory or leadership responsibilities? If no experience, enter N/A.
- \* 9. Please indicate the following software and database processes you have experience in:
  - Microsoft Windows
  - Microsoft Excel
  - Microsoft Outlook
  - Microsoft Word
  - Microsoft Access
  - Microsoft PowerPoint
  - spreadsheet software
  - word processing software
  - NO computer experience
- \* 10. How did you find out about this particular position?
  - LRJobs.LittleRock.gov
  - Facebook
  - LinkedIn
  - Arkansas Business
  - Newspaper (Arkansas Democrat Gazette or El Latino)
  - City Employee
  - Friend or relative who does not work for the City
  - Internet Search Engine
  - College/University Career Page
  - Job Fair
  - Other
  - Career Counselor (Military)
  - Career Counselor (Workforce, Goodwill, or other)
  - Re-entry Program (Community Programs)
  - Virtual Job Fair
  - Department of Workforce Services

\* Required Question