



## **ADMINISTRATIVE COORDINATOR JOB OPPORTUNITY**

The Wakulla County Board of County Commissioners is seeking qualified applicants for a full-time Administrative Coordinator located in the Public Information Office. This is a highly responsible professional position that will work directly for the Public Information Director to coordinate the agenda process for the County; schedule and coordinate Board meetings and workshops; manage all incoming public record requests and provide administrative support to appointed boards and committees.

Preference will be given to candidates with skills in effective written and verbal communication, knowledge of practices and procedures of Board agenda preparation, skills in data collection and analysis, ability to work with the public in a professional manner, ability to prepare and maintain reports and ability to prioritize workload, take on multiple tasks and meet set deadlines, and ability to establish and maintain effective working relationships with Constitutional Officials, the departments under the County Administrator, and all county employees.

**Minimum Qualifications:** Qualified applicants must have the following qualifications: graduation from an accredited college or university with a Bachelor's Degree in Journalism, Communication, English, Business, Public Administration, or a related field and three (3) years of progressively responsible experience. A comparable amount of training, education or experience may be substituted for the above minimum qualifications. This position will require the ability to work evenings (average of 2-4 times a month). A working knowledge of SharePoint helpful but not required.

To apply, send a Wakulla County application to: Human Resources, P.O. Box 1263, Crawfordville, FL 32326 or hand-deliver to the Board Administration Office. Applications may be obtained by visiting our website at [www.mywakulla.com](http://www.mywakulla.com) or at the County Administrator's office at 850-926-9500. Drug screening may be required. Salary will be based on qualifications and experience. Applications must be received by 5:00 p.m. on Monday, February 13, 2012. The minimum starting salary for this position is \$33,434.