

Coordinator of Policy and Public Information

The Wakulla County Board of Commissioners is seeking qualified applicants for a full-time Coordinator of Policy and Public Information. This is a highly responsible, professional position that will work directly for the County Administrator to coordinate the agenda process for the County, provide administrative support to appointed boards and committees, oversee the maintenance of all Board policies and procedures, and develop the County's public information strategies to effectively communicate the policies, procedures and political position of the Board.

Qualified applicants must have the following qualifications: graduation from an accredited college or university with a Bachelor's Degree in journalism, Communications, English, Business, Public Administration or a related field and three years of related progressively responsible experience; or an equivalent combination of education, training or experience.

Preference will be given to candidates with skills in effective written and verbal communication, knowledge of practices and procedures of public relations and the news media, skills in data collection and analysis, the use of the various Microsoft software applications, ability to prepare and maintain various 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.

To apply, send a Wakulla County application to Human Resources, P.O. Box 1263, Crawfordville, FL 32326. Applications may be obtained by visiting our website at www.mywakulla.com or at the Administrator's office at 850-926-0919. Drug screening is required. Veteran's preference will be given to qualified applicants. Wakulla County is an Affirmative Action/ Equal Opportunity Employer. Applications must be received by August 3, 2007 at 5:00 p.m. The minimum starting salary is \$35,775.