

Special Projects Coordinator

The Wakulla County Board of Commissioners is seeking qualified applicants for a full-time Special Projects Coordinator. This is a highly responsible, professional position that will work directly for the County Administrator conducting, coordinating, researching, analyzing, and reporting on special projects and specified intergovernmental relations projects. Work also includes the coordination and development, implementation and reporting of the County's state and federal legislative and economic development programs. Work also involves providing staff support to the County Administrator.

Qualified applicants must have the following qualifications: graduation from an accredited four year college or university with a Bachelor's degree in business, public administration or a related field and two years of related experience; **or** graduation from an accredited college or university with a Master's degree in business, public administration or a related field; **or** an equivalent combination of education, training and work experience as described above.

Preference will be given to candidates with: knowledge of the policies and practices of Florida county government; knowledge of the operational practices of the state and federal government's legislative branches; skill in written and verbal communication; skill in data collection, analysis, and computer efficiency; ability to take on multiple tasks and meet set deadlines; ability to organize and represent clear and concise oral and written reports; ability to independently analyze actual or proposed programs and policies and provide critical analysis on same to supervisor; ability to ascertain potential impact/outcome of policy decisions both externally and internally; ability to identify, monitor, and timely report upon and advocate for legislation that impacts Wakulla County government.

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 October 26, 2007 at 5:00 p.m. The minimum starting salary is \$38,279.