

Alachua County Board of County Commissioners

Executive Coordinator

\$20.60 - \$31.99 Hourly

Closing Date: 07/07/17

Bachelor's degree in public administration, business administration, or a related field and two years of professional experience as an office manager; or any equivalent combination of related training and experience. **This position requires the completion of Microsoft Excel and Word standard skills assessment with a minimum score of moderate knowledge. These tests can be taken at CareerSource NCF, located at 10 NW 6th Street, in Gainesville. Please call Human Resources at (352) 374-5219 to confirm that your scores are on file if you have already submitted them. Scores must be received by the Alachua County Human Resources office no later than 5:00 p.m. on the Thursday after the position closes.** Successful completion of a criminal history background investigation is required prior to employment. Applicants within six months of meeting the minimum education/experience requirement may be considered for trainee status.

To view instructions and schedule for skills assessments with Florida Works click [here](#). You should scroll down to the Training and Assessment calendar to find the current calendar.

Please apply on-line at <http://www.alachuacounty.us/employment>. Please direct inquiries regarding this position to (352) 374-5219.

Applicants with disabilities will be accommodated in the application process.

Preference in initial appointment will be given to eligible veterans and spouses of disabled veterans.

**ALL OFFERS OF EMPLOYMENT WILL BE CONTINGENT UPON SUCCESSFUL COMPLETION
OF A PRE-EMPLOYMENT DRUG TEST**

TDD users, please call 711 (Florida Relay Service)

AN EQUAL OPPORTUNITY EMPLOYER M.F.V.D.

Pursuant to Florida's open records law, applications and resumes are subject to public disclosure.