

Alachua County Board of County Commissioners

Grants/Contracts Administrator

\$25.32 Hourly, \$52,665.60 Annually

Closing Date: 11/27/17

Minimum Qualifications: Bachelor's degree in business administration, public administration, paralegal training, or related field and two years experience in grants, budgeting, finance, purchasing, legal, or related experience; or any equivalent combination of related training and experience. Applicants within six months of meeting the minimum education/experience requirement may be considered for trainee status.

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.