



POSITION VACANCY

TOWN OF EATONVILLE

FULL-TIME: **ADMINISTRATIVE ASSISTANT**

DEPARTMENT- **PUBLIC WORKS**

SALARY RANGE: \$31,918 - \$37,000

General Description of duties: Performs administrative, and clerical functions, daily contact with the public, provides office support services to the Public Works Director and/or departments. Work is reviewed through observations, conferences, and evaluations of results achieved. Maintains public works director calendar and schedule tentative appointments and advises Public Works Director and departmental staff of important meetings. Prepares and maintains purchase orders, bids and all pertinent information pertaining to departmental purchases. Maintains time and attendance records and prepares departmental payroll.

EDUCATION AND EXPERIENCE: Associate degree or equivalent supplemented with secretarial and general office course work, and a minimum of five (5) years of secretarial/administrative experience. Computer literate with extensive experience in MS Word and Excel. **MUST HAVE VALID FLORIDA DRIVER'S LICENSE, and PASS A BACKGROUND CHECK AND DRUG TEST.**

POSITION OPEN UNTIL FILLED

Human Resources

PO Box 2163

Eatonville, Florida 32751

Or email to: cwilliams@townofeatonville.org