

SPECIAL PROJECTS COORDINATOR IV

Broward County, Fort Lauderdale, FL

Salary Range \$52,641 - \$84,062 per year (depended on qualifications)

THE POSITION: Are you a skilled administrative professional seeking a new opportunity? Consider joining our team at Broward County Water and Wastewater Services (WWS) in Pompano Beach, Florida. This position will coordinate and oversee procurement activities in the WWS/Water & Wastewater Operations Division.

DESCRIPTION OF DUTIES: This position will serve as the focal point and liaison to the Broward County Purchasing Division, WWS/Business Operations/Purchasing, and the WWS/Engineering Division for all WWS/Operations Division procurement activities. The successful candidate will also oversee the Division's policy and procedure writing initiative, and will coordinate internal and external public relations activities for the division. Work is performed independently with general supervision by the Water and Wastewater Operations Division Director.

REQUIRED EXPERIENCE AND TRAINING: Graduation from an accredited four-year college or university with major course work in public or business administration or related field; six (6) years' experience in a staff or administrative capacity; or any equivalent combination of relevant training and experience.

PREFERRED QUALIFICATIONS: Strongly prefer applicants with previous procurement, public communication, and procedure writing experience. Previous experience working with the Maximo Asset Management program and Microsoft Visio is desirable. Excellent written and verbal communication skills, organizational skills and the ability to work effectively with employees at all levels of the organization are required.

SALARY AND BENEFITS: Salary will be commensurate with education and experience and is accompanied by an attractive benefits package including participation in the Florida Retirement System. For more information, please visit:
<http://www.broward.org/Benefits/Pages/Default.aspx>.

HOW TO APPLY: Submit a detailed resume and cover letter to Careers_exec@broward.org. First review of applications will take place after December 26, 2014; position is open until filled. For additional information please call (954) 831-0871.

Please be aware that all information provided will be subject to public inspection in accordance with the Florida Sunshine Law.

BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF SERVICES