



**EMPLOYMENT OPPORTUNITY**  
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS  
QUINCY, FLORIDA

JOA No. 19-024

Date Posted: July 22, 2019

**Administrative Assistant**

Position Number: #0109

Full-Time

Community Development Division

Salary Range: \$10.66 to \$15.99 Hourly

Position Advertisement Closes: August 5, 2019

**\*\*\*BACKGROUND CHECK AND DRUG SCREENING IS A CONDITION OF EMPLOYMENT\*\*\***

This is a para-professional positions that requires the employee to perform a variety of administrative and fiscal functions relating to the SHIP State Housing Initiatives Partnership Program. Employee is responsible for office management, including maintenance of effective filing system. Prepares outgoing correspondence and financial data required for the efficient management of grant programs and projects. The incumbent will perform tasks as mandated by the Housing Program Coordinator.

**ESSENTIAL FUNCTIONS:**

Prepares and transcribes minutes of committee meetings.

- Assist the Housing Program Coordinator with public relations, budgets and reports.
  - Maintains office supplies, forms, and SHIP, CDBG, UWBB and USDA applicant files and folders.
  - Prepares monthly, quarterly and annual reports, as required.
  - Responsible for making travel arrangements, scheduling appointments and meetings as required for the division and division staff.
  - Prepares all funding requests and purchase orders and maintains all records of financial transactions.
  - Processes invoices for payment of division bills/invoices.
  - Insures contractors are adhering to all state and federal licensing and insurance guidelines.
  - Assist the Housing Program Coordinator with inspections of dwellings and provide technical support as/when needed.
  - Conducts comprehensive and confidential interactive interviews with SHIP applicants.
  - Obtains information and documents from applicants necessary to determine eligibility.
- Performs all other related duties as directed by the Housing Program Coordinator

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to prepare accurate reports and express or communicate effectively and concisely in writing and orally. Must have the dexterity to type at a minimum of 35 cwpm and have a basic knowledge of Microsoft Word, Excel, Outlook, and Power Point.

**MINIMUM QUALIFICATIONS:**

Possession of a high school diploma or equivalent GED and with five (5) years of administrative, fiscal, or clerical accounting experience. Possession of a valid state of Florida driver's license with a favorable driving record.

Persons who need assistance to participate in the applicant process should contact the hiring authority in advance of the closing date. Applicants should submit a Gadsden BOCC County employment application to the Human Resource Office, 9-B East Jefferson St., Quincy, FL 32353. Applications must be received by the closing date of the advertisement to be considered. You may contact Lonyell L. Butler @ 850.875.8648 with questions regarding the advertisement. Apply on-line at <http://www.gadsdencountyfl.gov> or fax your application to 850.662.3291. Downloadable applications are available on our website at <http://www.gadsdencountyfl.gov>