

TOWN OF LAUDERDALE-BY-THE-SEA - Senior Office Specialist:

We are a small Town of 6,000 residents and pride ourselves on the level of service we provide to our visitors and residents. Our office is 600 feet from the Atlantic Ocean and 2 walkable blocks to the Oceanfront Center at Commercial Blvd. and A1A.

We are looking for the right individual to hire as the Senior Office Specialist for the Development Services Department. This person will manage the department's administrative office and will have a high level of interaction with the public providing information, processing certain applications and arranging contact with the correct staff person. The job requires a high degree of accuracy in work and excellent word processing, spreadsheet, data entry, organizational and communications skills.

This position requires at least 4 years of experience in administrative or research work in an office environment; or an equivalent combination of training and experience.

Salary Range: \$34,462 to \$48,692. Starting salary between \$34,462 and \$40,576.

Open until filled. The Town application is available online at LBTS-fl.gov or call 954-640-4203.

Send application to: fax to: 954-640-4236 or mail to: 4501 Ocean Drive, LBTS, FL 33308