



Administrative Specialist II

Salary: \$41,891.20 – \$97,136.00/annually

Hiring Rate will generally not exceed \$74,651.20/annually

The Office of Economic Vitality (OEV) is seeking qualified Administrative Specialist II to join its team. OEV administers economic development programs and recruits businesses to the Tallahassee, Leon County, and surrounding areas, as well as administering the Minority, Women, and Small Business Enterprise Programs. For more information on OEV, please visit <http://oevforbusiness.org/>.

To support the OEV work program, the Agency intends to hire an Administrative Specialist II to join the Office of Economic Vitality Administrative Division. The primary function is to provide assistance to the OEV Director by maintaining electronic files and daily schedules; schedule and processes travel arrangements for the office; familiarity with BidSync or Procurement Connect; The position is responsible for processing invoices, assisting with p-card purchases; and other tasks as may be assigned by the OEV Director. The position coordinates EVLC and MWSBE committee meeting agendas, attendance, and minutes. Maintains the info@oevforbusiness.org email address and ensure that all communication is returned within 24 hours and assists the Communications Coordinator with audio/visual technicians, printers, etc. to carry out information/promotional initiatives, which may maintain the department's web site. The position maintains all electronic OEV records, assists with public records requests, makes purchases for the office, processes and reviews invoices for payment, prepares task orders.

Minimum Training and Experience:

Administrative Specialist II

Possession of bachelor's degree in public administration, business administration, legal studies, or a related field, and two years of staff or administrative experience; or an equivalent combination of training and experience. Knowledge and experience using Microsoft Excel, Powerpoint, and Word, as well as MS Teams.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Special Conditions

This is a time-limited position terminating in 2039 with the expiration of the Optional Local Sales Tax. However, it may be extended, should the sales tax be extended. Incumbent may participate in either the City of Tallahassee benefit plan, including the City of Tallahassee Retirement plan or the Leon County benefit program, including the Florida Retirement System. Holidays will be consistent with the City of Tallahassee benefit plan.

CLOSING DATE: August 23, 2022

Must submit a City of Tallahassee application by date designated above. Visit <http://www.talgov.com/employment/employment.aspx>. Please follow application instructions precisely.

TDD Number: 711.

Equal Opportunity, Veterans Preference, Drug-Free Employer