

CITY OF SATELLITE BEACH, FLORIDA

565 Cassia Boulevard
Satellite Beach, FL 32937
(321) 773-4407
FAX: (321) 779-1388



Job Notice – June 2018

Applications are currently being accepted for one full-time
COMMUNITY DEVELOPMENT - ADMINISTRATIVE ASSISTANT

Starting Salary - \$33,547.00

Satellite Beach City Hall
565 Cassia Blvd.
Satellite Beach, FL 32937

The Administrative Assistant is responsible for providing support to management and the Community Development Department under the general supervision of the Building Official. These duties include, but are not limited to: providing assistance to developers, contractors and citizens regarding zoning, permits, inspection process, certificates of occupancy, and other procedures; issue business tax receipts and renewals for all local businesses; perform administrative duties related to and attend various board meetings as assigned.

MINIMUM QUALIFICATIONS:

5 years experience in progressively responsible and varied office duties, construction related preferred; knowledge of office management procedures; knowledge of construction terminology and documents; knowledge of business tax licensing procedures; excellent writing and interpersonal communication skills; advanced knowledge of Microsoft Office software; knowledge of records retention regulations.

Closing Date: OPEN UNTIL FILLED

To be considered, please complete an employment application located online at:

http://www.satellitebeachfl.org/residents_visitors/job_opportunities.php

Email to - jobs@satellitebeach.org

Fax to – 321.779.1388

The City of Satellite Beach is a Drug-Free Workplace

In compliance with Chapter 295, Florida Statute, The City of Satellite Beach is committed to providing preference to U.S. veterans and spouses of veterans in hiring, promotion, and retention for all qualified positions as prescribed by the chapter.

The City of Satellite Beach is an equal opportunity employer. We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, genetic information, marital or veteran status, or any other category protected by federal, state or local law.