



CITY of WILDWOOD

JOB POSTING

Applications are **ONLY** accepted for positions that are **currently open**. A separate application must be submitted for each position that you are applying for. Applications are active for ninety (90) days; (6) months for PD.

INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

OPEN POSITION **Development Services Specialist**

PAY CLASSIFICATION: A3-3

DEPARTMENT: **Development Services**

CLOSING DATE: **September 26, 2016**

Performs a variety of clerical and administrative work in the Development Services Department. Customer service. Primary contact for the department. Daily coordination with general public, potential developers and business professionals. Manage departmental calendars, coordinate meetings, keep office running smoothly. Other tasks as needed.

High School Diploma or General Education Degree (GED) equivalency. Minimum 3 years' experience in office setting.. Must hold a valid Florida driver's license.

A complete Job Description is available upon request from Human Resources.

Applications are available via the City of Wildwood's website www.wildwood-fl.gov, or stop by City Hall at 100 N. Main St. Wildwood, FL. Any questions can be directed to Diane Gibson Smith in HR (352) 330-1340, or via email dgibsonsmith@wildwood-fl.gov. Applications **MUST be submitted on or before the Closing Date. Applicants are advised that all submitted materials are subject to public disclosure per Public Records Act. EEO/AA/V/H/M/F/ Drug-Free Workplace**

DATE POSTED September 19, 2016