The City Commission desires candidates who are visionary, innovative and team oriented in their approach, and able to employ a style that engenders mutual trust and openness with community Partners and Stake holders. This position will report directly to the Chief of Police.

Duties:
- Perform a variety of highly responsible and complex administrative duties, including answering phone calls and inquiries from the public, other agencies, and other parties.
- Attend meetings, conferences and briefings to take and transcribe dictation or meeting minutes.
- Perform a variety of critical and confidential record keeping duties, including management of department record keeping and filing systems.
- Coordinates activities with other departments, as needed.
- Assistant with the preparation and management of the budget, including preparation of purchase orders, budget transfers and other budget related functions.
- Maintain supplies inventory by checking stock to determine inventory level including anticipating needed supplies and processing supplies when received.
- Other duties and responsibilities as assigned.

Skills/Qualifications:
- Excellent work ethic and time management skills.
- Work with independence and little direct oversight.

Educational Requirements:
- High School Diploma or GED; higher post-secondary degree preferred
- Supplemented by five (5) years progressively responsible experience and/or training in administrative/secretarial support functions, to include two (2) years within a senior/executive secretarial support capacity; or an equivalent combination of education, training, and experience.

Professional Licenses:
- Must possess a valid Florida Driver’s License.

Candidates are requested to complete City Employment Application (copies available at the Bunnell City Hall, 201 W. Moody Blvd, Bunnell, FL or on the city website at [www.bunnellcity.us](http://www.bunnellcity.us)). The application is to be forwarded along with a personal resume’ to: [chancoc@bunnellcity.us](mailto:chancoc@bunnellcity.us)

Posting Start Date: November 15, 2019
Closes: November 22, 2019

Bunnell has a zero-tolerance drug policy and is an Equal Opportunity Service Provider. This position will require a complete background check before the hiring process is complete.