



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
JOB OPPORTUNITY ANNOUNCEMENT
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

JOA #: 25-15 **Position #:** 204002 **Posting Date:** 3/19/2025 **Application Deadline:** Until filled
Position Title: OPS Office Automation Analyst **Starting Salary:** \$20/hour DOQ
Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:

- High school diploma and Associate's Degree
- One year work experience.
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Experience in data management and automation
- Experience in form development
- Experience in Adobe Acrobat

Special Abilities:

- Knowledge of office automation operations, procedures, and equipment.
- Knowledge of problem-solving techniques.
- Knowledge of personal computers and software.
- Ability to communicate effectively.
- Punctual
- Ability to establish and maintain effective working relationships with others.
- Ability to multi-task

Description of Position:

The OPS Office Automation Analyst is expected to assist Division of Administrative Services' staff in helping automate processes as well as help develop and update forms. The position will also perform other administrative and human resource duties. The position will also provide front desk/switchboard relief coverage , including for a one-hour lunch, as well as morning and afternoon breaks.

- Assists with configuration planning for automated office systems throughout the district.
- Provides assistance district-wide as it relates to the installation and implementation of automated office systems to include personalization of systems to correspond with the needs of the users.
- Provides assistance in the redesign of office procedures to promote effective and efficient use of automated office systems.
- Performs a continuous review of the overall automated office systems.
- Assist with filing, scanning and invoice preparation.
- Assists Human Resources Administrator with tracking employment applications and preparing appropriate correspondence to applicants.
- Performs other routine clerical functions as directed.

How to apply: Submit a Northwest Florida Water Management District Application and resume to: human.resources@nwfwater.com ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

NOTICE TO APPLICANT: We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.