



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

JOA #: JOA 25-21 **Position #:** 301029 **Posting Date:** 5/15/2025 **Application Deadline:** Until filled
Position Title: Administrative Assistant III **Starting Salary:** Up to \$52,000.00
Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:

Associate's degree and three years of related experience.

Description of Position:

This position involves professional and technical work assisting the Director, Division of Asset Management as well as other personnel in the division. This position procures goods and services for the division. Verifies the accuracy of vendor invoices and follow up as necessary. Requires a working knowledge of the district's policies and procedures relating to procurement and vendor payment, as well as, the supporting technologies (e.g Munis, Lextree, Vendor Information Portal and DemandStar). The position is responsible for serving in a supporting and administrative role within the Division of Asset Management. This position is supervised by the Director, Division of Asset Management.

Duties and Responsibilities:

Duties include: procuring goods and services, filing, copying and scanning, records management, travel and training coordination; preparing correspondence, report preparation and generation, process legal advertisements, filling out administrative forms; operating all office equipment, attending local and out-of-town meetings when necessary, relaying messages and instructions to office and field personnel; Coordinating invoice processing, logging and transmitting all division funds; Receiving and directing telephone calls and visitors regarding the District's recreational opportunities, e.g. hunting, fishing, camping, etc., and performing related duties as assigned.

Special Abilities:

Well-developed knowledge and skills with Microsoft Office Professional Suite to include Word, Excel, Outlook, PowerPoint and SharePoint and experience with Adobe software. Considerable knowledge of business English, spelling and punctuation. Ability to receive and relate to the public with poise, tact, patience and courtesy.

How to apply: Submit a Northwest Florida Water Management District Application and resume to: human.resources@nwfwater.com 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.