



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

JOA #: 25-30 **Position #:** 401077 **Posting Date:** 9/3/2025 **Application Deadline:** Until Filled

Position Title: Administrative Assistant II or III (DOQ) **Starting Salary:** Up to \$50,000 DOQ (Level III)
Up to \$45,000 (Level II)

Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:

Successful completion of a two-year vocational or college level program and two years of relevant experience (Level II), or meets education requirements with five years of relevant experience (Level III). A Bachelors degree can substitute for one year of experience.

Special Abilities:

Well-developed knowledge and intermediate or advanced skills with Microsoft Office Professional Suite to include Word, Excel, Outlook, PowerPoint, SharePoint, and Adobe software. Experience with Microsoft Publisher preferred. Considerable knowledge of business English, spelling, grammar, and punctuation and verbal and written excellent communication skills are required. Ability to receive and relate to the public with poise, tact, patience and courtesy.

Description of Position:

This position involves professional and technical work assisting the Director and other personnel within the Division of Resource Management. Responsibilities include budget preparation and tracking, including contracts, grants, invoices, and expenditures. This position serves as the procurement officer for Requests for Proposals and Invitations to Bid. Purchases and maintains division office and field supplies, performs records and file management. Edits and prepares technical reports and develops effective layouts of text and graphics using Publisher. Prepares and transmits paper and electronic correspondence including letters and mail-outs; maintains mailing lists. Assists with other Division tasks, as assigned. Requires a knowledge of the District's policies and procedures relating to procurement and vendor payment, as well as supporting databases and technologies (e.g., Munis, Lextree, Vendor Information Portal and DemandStar). This position is supervised by the Director, Division of Resource Management.

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.