



POSITION VACANCY

TOWN OF EATONVILLE

FULL-TIME: **CHIEF ADMINISTRATIVE OFFICER**
DEPARTMENT-ADMINISTRATION

SALARY RANGE: \$80,000 - \$125,000

General Description of duties: This is a highly professional ripper management position. The Chief Administrative Officer (CAO) will be responsible for the day-to-day operations of the Town. The Chief Administrative Officer should be knowledgeable of Municipal Government functions, Bridget Process, contract negotiations. The Chief Administrative Officer should be knowledgeable of devising strategies and policies to meet Town goals. A Working knowledge of Government Finance, municipal regulations, familiar with the functions of different departments in Municipal Government.

EDUCATION AND EXPERIENCE: A Bachelors of master's degree in business and/or Public Administration. A Working knowledge of Municipal Government; 7- 10 years of municipal government experience. Good interpersonal and decision-making skills; strong leadership skills. Computer literate with extensive experience in Microsoft, Google Calendar, and Excel. **MUST HAVE VALID FLORIDA DRIVER'S LICENSE, and PASS A BACKGROUND CHECK AND DRUG TEST.**

POSITION OPEN UNTIL FILLED

Human Resources

PO Box 21 63

Eatonville, Florida 32751

Or email to: jrobinson@townofeatonville.org