



Personnel
1300 Sawgrass Corporate Parkway, #100 · Sunrise, FL 33323 · Phone: 954.838.4522

ADMINISTRATIVE OFFICER I

- OPEN PERIOD:** June 30, 2009 through July14, 2009
- SALARY:** \$47,113 - \$64,946
- NATURE OF WORK:** This is administrative work in the Management & Budget Division within the Central Services Department performing tasks related to performance development/benchmarking and budget preparation and administration.
- WORKSITE LOCATION:** Central Services Department
10770 W. Oakland Park Blvd., Sunrise
- EDUCATION** Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Accounting or a related field.
- EXPERIENCE:**
- Six (6) months general governmental administrative experience in accounting and/or budgetary procedures.
 - A Master's Degree in Public Administration from an accredited college will meet the minimum requirements.
 - Experience developing and monitoring performance measures preferred.
- SPECIAL REQUIREMENT:** Possession of a valid driver's license and a good driving record.
- HOW TO APPLY:** Please submit a completed City of Sunrise Employment Application (or two (2) copies of resume) with proof of education to the Personnel Department.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V