



Personnel

10770 West Oakland Park Blvd. · Sunrise, FL 33351 · P: 954.838.4522

ADMINISTRATIVE OFFICER I

- OPEN PERIOD: July 19, 2010 - July 30, 2010
(Open until filled)
- SALARY: \$48,537 - \$66,910
- NATURE OF WORK: This is administrative work in performing various administrative activities and special projects in our Utilities Department.
- WORKSITE LOCATION: Utilities Department
777 Sawgrass Corporate Parkway, Sunrise.
- EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or related field.
- EXPERIENCE:
 - Two (2) years of professional level administrative experience working with budgets, accounting or financial management.
 - Minimum one year professional level experience in a supervisory role.
 - Government experience preferred.
- HOW TO APPLY: Please submit a completed City of Sunrise Employment Application and 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, genetic information, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V