

**CITY OF FORT WALTON BEACH**

Human Resources Department
107 SW Miracle Strip Parkway
Fort Walton Beach, FL 32548

**POSITION
VACANCY**

<http://www.fwb.org>

SPECIAL PROJECTS COORDINATOR - E

<u>ISSUE DATE:</u>	February 25, 2010
<u>POSITION:</u>	Full-time/Exempt
<u>DEPT./DIV:</u>	Utilities and Engineering Services – Planning & Economic Dev.
<u>SALARY:</u>	\$35,262
<u>WORK SCH.</u>	Monday – Friday – 8:00 a.m. – 5:00 p.m.

PRIMARY DUTIES:

Coordinates projects and programs relating to the City's designated special districts, primarily the Community Redevelopment Area.

QUALIFICATIONS:

Knowledge of State regulations related to Special Districts; Knowledge of contract and project management; Knowledge of the principles of planning, zoning and development review; Knowledge of grant writing and the grant application process for State of Florida and Federal grant programs; Ability to establish effective working relationships with the public, developers, co-workers, other agencies and elected officials.

EDUCATION/EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma and two years experience in Construction Management, Business Administration, Real Estate, or a related field; Bachelor's Degree from an accredited college or university in Project Management, Construction Management, Business Administration, Engineering Technology, or a related field is a plus.

LICENSES/CERTIFICATIONS:

Valid Florida Driver's License.

EOE/ADA/V/DFWP.