

**CLASSIFIED AD**

SHIP Program Administrator

Baker County Board of Commissioners is accepting applications for a full-time SHIP Program Administrator position in the Administration Office. Annual salary \$22,880/\$11.00 per hour. Benefits include Florida retirement, paid vacation/sick leave, holidays.

This position is for a responsible person working with the public processing applications for the SHIP Program in accordance with adopted procedures, ordinances and codes as well as working closely with the Community Development Department and local contractors.

Tests will be given on knowledge of Microsoft applications, such as Excel, Outlook and Word. General office skills required.

Graduation from an accredited high school or possession of an acceptable equivalency diploma required. Minimum of two (2) years' experience in responsible office work; valid Florida Driver's License and a driving record acceptable to insurance provider.

Application and complete job description is available at the Baker County Human Resources office located at 55 North Third Street, Macclenny, FL 32063 or online at <http://www.bakercountyfl.org/careers.php> Deadline for submitting applications is Thursday, September 24, 2020 at 4:00pm.

Baker County is a drug free workplace and an equal opportunity employer. All applicants are considered for all positions without regard to age, race, color, national origin, religion, sex, sexual orientation, marital or Veteran status, medical condition or disability, or any other legally protected reason.

Dates of publication:

September 10, 2020

September 17, 2020