

Employment Opportunity

Job Posting

Management Support Specialist

Full-time Exempt Position Hiring Range: \$55,000-\$60,000, DOQ.

Position Summary

Are you looking to join a dynamic local government organization with the ability to grow professionally in all aspects of local governance? Barefoot Bay (approx. population 10,000) is seeking a high potential, ethical local government professional to serve as a Management Support Specialist. Located in southern Brevard County, Barefoot Bay is a special district as defined by Florida Statutes and operates similar to municipalities. Barefoot Bay is governed by an elected Board (five members) and an appointed Community Manager (akin to a city manager).

General Purpose

Under direction of the Community Manager, supports the Community Manager and Leadership Team through the Board of Trustee's established priorities, budget, and special projects. Provides operational and budgetary support in alignment with Barefoot Bay's budgetary priorities and departmental goals and objectives. Serves as a liaison to clubs and groups, assists in public relations efforts, including print and social media outlets. May serve as acting department manager during absences and/or vacancies.

Preferred Qualifications:

Bachelor's degree in public administration, business administration, or related field
Previous experience in local government
Local government budgeting experience

Desired Qualifications:

Development of social media platforms
Grant research & writing

Must be a team player with a positive, can-do attitude and always seeking ways to accomplish assignments in an efficient and effective manner. Must have good communication skills, commitment to ethical behavior, critical thinking, attention to detail, high energy passion for local government. An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered. Must possess a valid driver's license.

Selection guidelines

Formal application, rating of education and experience; oral interview, and reference check. The following pre-employment, job related tests will be required:

- Background check
- Drug testing
- Lift Test (25 pounds)

To Apply

Submit a resume, cover letter, 3 professional references, and 1 personal reference and a completed Barefoot Bay employment application (available on www.bbrd.org or at the Administration Building) to Kent Cichon at Kcichon@bbird.org or deliver to 625 Barefoot Blvd. Failure to submit one or more of the above elements will disqualify the applicant.

Barefoot Bay Recreation District is a Drug-Free Workplace and an Equal Opportunity Employer.

The District participates in E-Verify.

Veteran, women, and minority candidates are strongly encouraged to apply.

All application materials are considered public documents and are subject to disclosure in accordance with Florida State Statute 119.

Posting Date: April 24, 2023

Closing Date: Until filled