

NOTICE OF JOB ANNOUNCEMENT

The Franklin County Board of County Commissioners will consider applications for the position of:

GRANTS/SPECIAL PROJECT COORDINATOR

Duties: The position is responsible for coordinating the County's RESTORE and TRIUMPH projects, economic development coordination, writing and management of grants and other projects as may be assigned. Duties will include (but not limited to) researching grant opportunities, filling out grant applications, preparing maps and diagrams for grant applications, keeping up with deadlines for various grants, coordinating RESTORE and TRIUMPH projects, writing reports, and filing information. Occasional travel for training will be required.

Minimum Qualifications: Bachelor's degree with at least two years of work experience. Computer competence required, especially with Microsoft Word, Microsoft Excel and Microsoft Publisher or other desktop publishing or drawing software. Applicant must have good writing and record keeping skills and be self-motivated.

Compensation: The position is a permanent position with a salary of \$35,000 per year plus benefits.

Applications can be obtained from the Franklin County Planning Office, 34 Forbes Street, Suite 1, Apalachicola, Florida 32329 (telephone 850-653-9783) or from the Franklin County, Florida website at:
<http://www.franklincountyflorida.com/wp-content/uploads/2016/06/jobapplication.pdf>.
Applications will be received at the Franklin County Planning Office until 4:30 p.m., Friday, September 13, 2019.

Franklin County is an Equal Opportunity Employer and a Drug-Free Workplace.

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