

## Deputy City Clerk –

City of Fruitland Park (Pop. Approximately 10,095) The Deputy City Clerk assists the City Clerk with administrative duties of the city by performing various tasks, including public meeting preparation and records management, business tax licenses, grant writing and performing related duties as assigned. The successful candidate must have relevant one-three years' business office experience working in a responsible public organization in an administrative position, strong verbal and written communication skills, and a pleasant demeanor. Must possess attention to detail and be able to prioritize projects to meet deadlines. Familiarity with social media, website management, and an aptitude for various software is a plus. Municipal clerk experience, a high school diploma or general education degree in an applicable area or combination of both is preferable. A Florida Notary Public commission is desired. The City of Fruitland Park is an Equal Opportunity Employer and operates as a drug-free workplace. A health benefits package is included. Salary is commensurate with skills, abilities and qualifications. Please request and complete a job application and submit with salary requirements to [dkolcun@fruitlandpark.org](mailto:dkolcun@fruitlandpark.org) by email or post office mail or in person to: City of Fruitland Park, attention: Diana Kolcun, Human Resources Director, City of Fruitland Park, 506 W Berckman Street, Florida 34731. No phone calls. Deadline to apply is 5:00 p.m. Friday, April 3, 2020.