

**Alachua County Board of County Commissioners**

**Program Coordinator**

**SALARY: \$38,792.00 Annually**

**CLOSE DATE: 07/01/2022**

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in business administration, public administration or a related field and one year of related experience or any equivalent combination of related training and experience. Applicants within six months of meeting the education/ experience requirement may be considered for trainee status.

Requires the successful completion of a criminal history background investigation prior to employment including finger printing and compliance with Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) requirements throughout the term of employment.

**Related Experience and Education**

High School Diploma and 5 years of related experience such as preparing and reviewing reports, monitoring contract-related operations, or developing, implementing, or maintaining related computer programs.

Associates Degree and 3 years of related experience such as preparing and reviewing reports, monitoring contract-related operations, or developing, implementing, or maintaining related computer programs.

Please apply on-line at <http://www.alachuacounty.us/employment>. Please direct inquiries regarding this position to (352) 374-5219.

**Applicants with disabilities will be accommodated in the application process.  
Preference in initial appointment will be given to eligible veterans and spouses of disabled veterans.**

**ALL OFFERS OF EMPLOYMENT WILL BE CONTINGENT UPON SUCCESSFUL COMPLETION  
OF A PRE-EMPLOYMENT DRUG TEST TDD (352) 491-4431**

**AN EQUAL OPPORTUNITY EMPLOYER M.F.V.D.**