



TOWN OF MEDLEY, FLORIDA NOTICE OF JOB AVAILABILITY

The Town of Medley, an equal opportunity employer, has one (1) part-time position available as follows:

Administrative Assistant Capital Improvement Projects Department Wage Range: \$18.00– \$30.00 per hour.

Copies of the job description and applications are available at the Town of Medley reception during the hours of 7:30 A.M. to 4:00 P.M., Monday through Thursday (exclusive of Medley legal holidays) and the Town of Medley website at www.townofmedley.com/town-of-medley-employment.

This job opening will be available for applicants to obtain an application beginning Tuesday February 14, 2023, through and including 12:00 P.M. on, Tuesday, February 28, 2023.

**Applications MUST BE turned no later than 12:00 P.M. on
Tuesday February 28, 2023.**

Qualified applicants shall be contacted for a personal interview with the Capital Improvement Projects Director. Qualifications of applicants being substantially similar, first consideration will be given to current employees of the Town.

Applicants will be required to comply with Town of Medley Policies, specifically including its Drug Free Workplace Policy, which requires all applicants to successfully pass a pre-employment physical examination and drug screening. The successful applicant is required to appear before the Medley Town Council.

This Notice of Notice of Job Availability is dated at Medley, Florida this 14th day of February, 2023.

Victoria Martinez, RFP, CMC, Town Clerk