



TOWN OF MEDLEY, FLORIDA NOTICE OF JOB AVAILABILITY

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

Capital Projects Coordinator Department of Capital Improvements & Economic Development Wage Range: \$23.00– \$35.00 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).

This job opening will be available for applicants to obtain an application beginning Monday March 28, 2022, through and including 12:00 P.M. on, Monday, April 25, 2022.

**Applications MUST BE turned no later than 12:00 P.M. on
Monday, April 25, 2022.**

Qualified applicants shall be contacted for a personal interview with the Department's 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 28th day of March, 2022.

Victoria Martinez, RFP, CMC, Town Clerk