



Legislative Aide to the Mayor

City of Miami Gardens, FL. (109,700)

Posted Date: 04/04/13

Deadline: 04/19/13, or until filled.

Starting Salary: \$48,172 min. to \$60,214 mid./DOQ

Nature of Work:

This is responsible administrative work in the Mayor's office. Assignments involve scheduling and coordinating engagements, writing correspondence, conducting research and analysis, and interacting directly with citizens. Incumbent must be able to exercise sound judgment and communicate effectively both orally and in writing. Work is performed under the supervision of the City Clerk. Work is evaluated through conferences, observations, written reports and by results obtained.

Minimum Requirements:

Bachelor of Arts degree is required (degree concentration in the specific areas of English, Political Science, or Public Administration is preferred). Master's or J.D. degree strongly desired. Professional or nonprofessional administrative experience can substitute on a year-for-year basis for the required college education. Must possess and maintain a valid Florida Driver's License and satisfactory driving history throughout employment. This position involves non-standard/flexible working hours.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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