

The City of Ocala, Florida, (57,468 population) is seeking highly responsible and motivated professional to direct and coordinate the activities of the Record's personnel in the City Clerk's Office. The minimum qualifications are as follows: Graduation from a four year accredited college with major courses in public administration plus two years experience in municipal government as a supervisor; or an equivalent combination of education, training and experience; and Florida Certified Records Manager (FCRM) or Certified Records Manager (CRM) accreditation preferred. This is only an abbreviated list of job functions and requirements. To check the availability of the position and apply, please go to The City of Ocala's recruitment page at www.ocalafl.org. Hiring decisions contingent upon results of alcohol/drug screening and physical examination. EOE/M/F/D/V

Please direct all questions to the City of Ocala HR Department at:

110 SE Watula Avenue, Ocala, Florida 34471, (352) 629-8359 or E-mail hrrisk@ocalafl.org