



## **TOWN OF HIGHLAND BEACH, FLORIDA** **PUBLIC INFORMATION COORDINATOR**

The Town of Highland Beach is seeking a motivated and qualified professional to fill the full-time position of Public Information Coordinator, who provides a variety of specialized, complex, confidential, professional and administrative work in support of the Town Manager requiring the exercise of considerable independent judgment, discretion, and initiative.

General duties include the following:

- Acts as Assistant to the Town Manager;
- Prepares the Town's newsletter publication;
- Webmaster;
- PEG Channel Administrator;
- Telecommunications Administrator;
- Oversees the information technology needs of the Town, including audio/visual equipment, broadcast camera system, telephone systems, computer network and other related systems;
- Effective working relationships with Town officials, co-workers and the general public; and
- Special projects as assigned.

Applicant must be proficient in Microsoft Office Suite. It is essential to possess a high level of professionalism and have the ability to multitask.

The Town of Highland Beach is an Equal Opportunity Employer, a Drug Free Work Place, and provides full benefits. Position requires an Associate's degree and five years of experience in government. Salary Range is from \$51,780.00 to \$82,848.00. Submit cover letter, resume and employment application to:

**Lanelda Gaskins, Town Clerk**

Town of Highland Beach

3614 S. Ocean Boulevard

Highland Beach, FL 33487

or via email at [lgaskins@highlandbeach.us](mailto:lgaskins@highlandbeach.us)

Deadline: Open until filled.