Children’s Services Council of Palm Beach County, a special district created 30 years ago by Palm Beach County voters, provides leadership, funding, services and research on behalf of the county’s children so they are born healthy, safe from abuse and neglect, ready to learn when they enter school, and have access to quality afterschool and summer programming.

**ADMINISTRATIVE ASSISTANT IV**
Salary commensurate with experience and qualifications

**RESPONSIBILITIES**
This high-level administrative position performs a wide range of administrative functions allowing for the efficient and effective operation of the organization. This position provides support and scheduling for committee work and projects, transcribing minutes, applying advanced technical support utilizing MSOffice, Excel, PowerPoint, Visio, Outlook, and Project; and managing all recordkeeping for the division in coordination with Records Management. The incumbent is highly literate, adept at planning and coordinating, is able to record and translate information through effective communication and writing skills, and is able to make intellectual connections to the work of the business unit and the goals of the organization, including but not limited to providing logistical support for external meetings and outreach events by lifting, sorting and organizing materials. The individual works with all levels of staff and members of the community. This Administrative Assistant IV requires the ability to prioritize information provided by external sources and compile in written format weekly brief summaries for public distribution, apply project management skills in managing and prioritizing work, to write and diagram processes, and to apply advanced knowledge and skills in various software programs.

**MINIMUM QUALIFICATIONS**
High school diploma or equivalent and six (6) years administrative and/or office management support experience.

An equivalent combination of education and experience may substitute for the minimum requirements listed.

To be considered, candidates must submit a cover letter and resume online at http://erecruit.cscpbc.org/Careers/ by 5:00 p.m. January 24, 2020.

Children’s Services Council of Palm Beach County, 2300 High Ridge Road, Boynton Beach, FL 33426.
Pursuant to Chapter 119, Florida Statutes, employment applications are public records and under the Florida Public Records Act may be releasable upon request.

**AN EQUAL OPPORTUNITY EMPLOYER**