



**EMPLOYMENT OPPORTUNITY**  
**GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS**  
**QUINCY, FLORIDA**

**JOA No. 24-058**

**Date Posted: November 20, 2024**

**Office Manager**

**Position Number: 0095**

**Building Department**

**Salary: \$45,003.00 (\$21.64 hourly)**

**Position Advertisement Closes: December 4, 2024**

**\*\*\*BACKGROUND CHECK AND DRUG SCREENING IS A CONDITION OF EMPLOYMENT\*\*\***

The Office Manager plays a key administrative role in supporting the Building Department and Code Enforcement in the daily operations and management of various departmental tasks. This position is responsible for overseeing office functions, managing clerical tasks, handling technical support, training permit clerks, managing the office and assisting with special projects. Duties are performed under general supervision, with periodic reviews to ensure work adheres to departmental policies, procedures, and standard office practices. The Office Manager will also provide outstanding customer service by greeting the public, managing inquiries, and assisting with permit processing and compliance matters.

**ESSENTIAL FUNCTIONS:**

Answers telephone, receives and greets the public. Ensures that all complaints and/or work is processed in an appropriate manner, with emphasis on courtesy to all constituents. Prepares payroll for Building, Code Enforcement Department. Help registering Building Inspectors for continuing education courses as needed. Manages office and permit clerks. Prepares and processes all purchase orders and payables. Maintain files for vendors and payables. Order office supplies and maintain inventory for Building Department and Code Enforcement. Compose correspondence for the Building Official's signature as directed. Setup and maintain files for Building Department and Code Enforcement. Maintain computer input for the permitting process using Energov software program. Intake and issue building permits. Must evaluate each permit to ensure that all permit information submitted is correct, applicant's address and parcel identification number is correct and contractor(s) license and insurance is current. Maintain & ensure that the contractor's license data is current. Assist State Registered contractors with application process to become registered contractor with Gadsden County. Schedule Registered Contractors to go before the Gadsden County Construction Industry Licensing Board. Notify Construction Industry Licensing Board Member in written of the meeting and follow-up with telephone call to ensure a member quorum as needed. Sets up the Commission Chambers meeting rooms for Construction Licensing Board Meetings. Maintain data, and issue new Registered Contractor Numbers. Mail out renewal notice to Registered Contractors annually. Take necessary information for code enforcement issues and direct it to the appropriate Code Enforcement Officer. Attend Code Enforcement hearings as needed. Prepare monthly report for U.S. Census Bureau. Prepare reports for Construction Industry Licensing Board member for Florida Department of State annually Prepare County, City of Quincy & City of Gretna monthly reports for County Administrator. Work with City of Quincy to schedule inspections for the City with our inspectors. Work with City of Gretna to schedule inspections for the City with our inspectors. Prepares monthly invoices for City of Quincy, and City of Gretna. Prepare Building Code Surcharge Report quarterly

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and ability to use a personal computer for processing and generating permits, letters, reports, contractors license and other general data. Knowledge of Microsoft Word, Excel, Access, Outlook, Internet Explorer, Blue Vista and Energov computer software. Ability to follow written and oral instructions.

**MINIMUM QUALIFICATIONS:**

Possession of a high school diploma from an accredited high school and four (4) years of general clerical and administrative experience. A bachelor's degree in Administration, Business or a related field is desired.

Persons who need assistance to participate in the application process should contact the hiring authority in advance of the closing date. Applications must be received by the closing date of the advertisement to be considered. Contact Human Resources @ [HR@gadsdencountyfl.gov](mailto:HR@gadsdencountyfl.gov) or 850.875.8648 regarding questions about the position. Apply online at <http://www.gadsdencountyfl.gov>

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/VETERANS PREFERENCE EMPLOYER**  
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