

# THE TOWN OF CENTURY, FLORIDA IS ACCEPTING APPLICATIONS FOR EMPLOYMENT

## The Town of Century, Florida, is accepting applications for the following positions:

**Town Clerk:** is appointed by the Town Council and is under general administrative direction of the Mayor or Town Manager. The person who fills this position is detail oriented and should possess strong verbal and written communication skills, organizational, managerial, analytical, and interpersonal skills, and must be proficient in Microsoft Office applications; is held to a high standard of integrity; prepares agendas, posts notices and attends and records proceedings of official meetings of Town Council; holds high-level responsibility for maintenance and custody of the official records of the Town; serves as the Town's Records Management Officer; answers inquiries by the public; prepares and presents reports at requested intervals; acts as an election official; and, executes other duties or related work as assigned or required.

**Requirements:** Associate or Bachelor's Degree required.

Municipal administration experience with a minimum of eight (8) years of relevant experience is preferred, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed.

**Notary Public required** (within six months of employment).

**Administrative Clerk:** Requires the ability to interact with citizens and utility customers concerning municipal operations including but not limited to: water, sewer, natural gas, solid-waste, and general concerns. Experience with computers software programs such as Web-Site and Social Media updates/maintenance. Utility billing, credit cards, excel, email, etc. Salary based on work history and experience.

**Requirements:** Graduation from High School or Equivalent, 4 years of related experience is preferred, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed.

All positions must possess and maintain a valid driver's license. Positions open from October 28, 2021 until November 18, 2021 at 2:00 p.m. Central Time. Previous applicants will need to re-apply.

- Excellent benefits.
- Pre-employment physical/drug screening and random testing.
- Equal Opportunity Employer.
- Complete job descriptions available upon request.

Please submit resume, Town of Century, application (obtainable at [www.townofcenturyflorida.com/jobs](http://www.townofcenturyflorida.com/jobs)), and salary history to:

**Town of Century ATTN: Kimberly Godwin, Town Clerk  
7995 North Century Blvd. Century, FL 32535**



## **Town Manager**

The Town of Century, Florida is seeking qualified and highly motivated candidates to fill the position of Town Manager.

In order to be considered for this position, candidates should have a Bachelor's Degree from an accredited College or University in Public Administration or a related field, plus five (5) years of experience in local government administration or a combination of training and experience, in a senior management position.

Utility Management will also be considered.

Salary is negotiable based on experience.

Full job description and application are available at

[www.townofcenturyflorida.com/jobs](http://www.townofcenturyflorida.com/jobs)

Applications, along with resumes, may be submitted by email to [bboutwell1@centuryflorida.us](mailto:bboutwell1@centuryflorida.us), in person at the address listed below, or mailed to

Office of Mayor

Town of Century, Florida

7995 N. Century Boulevard

Century, Florida 32535

Applications must be received no later than November 24th, 2021.

The Town of Century is an Equal Opportunity Employer and Drug Free Workplace.



## Town of Century

7995 North Century Blvd

Century, Florida 32535

P. (850) 256-3208

F. (850) 256-0318

[www.TownOfCenturyFlorida.com](http://www.TownOfCenturyFlorida.com)

The Town of Century, Florida, is accepting applications for the following positions:

**Service Worker 1:** Semi-skilled entry level position requiring a minimum of experience. This position includes but is not limited to the maintenance of the City's right of ways, roadways, drainage systems, street signs and buildings. Work is performed under the direct supervision of the Maintenance Department Superintendent or designee. Salary based on work history and experience.

**Wastewater or Water Operators I, and Trainees:** for its .657 MGD Extended Aeration facility or Potable Water Wells. The operator position(s) require a minimum Class "C" Florida Wastewater or Water Treatment Plant Operator License, or the ability to obtain one within six (6) months, Salary based on license and experience. Minimum starting salary of \$15.00 per hour for licensed operators and \$13.00 per hour for trainees. Salary based on work history and experience.

**All positions must possess and maintain a valid driver's license.**

Positions open from November 04, 2021 until November 24, 2021 at 2:00 p.m. Central Time. Previous applicants will need to re-apply.

- Excellent benefits.
- Pre-employment physical/drug screening and random testing.
- Equal Opportunity Employer.
- Complete job descriptions available upon request.

Please submit resume, Town of Century, application (obtainable at [www.townofcenturyflorida.com/jobs](http://www.townofcenturyflorida.com/jobs)), and salary history to:

Town of Century ATTN: Kimberly Godwin, CMC, Town Clerk  
7995 North Century Blvd. Century, FL 32535

COUNCIL

Luis Gomez Jr., President & Seat Two  
James Smith Jr., Vice President & Seat Four  
Dynette Lewis, Seat One  
Leonard White, Seat Three  
Sandra McMurray-Jackson, Seat Five

MAYOR

Benjamin Boutwell

TOWN CLERK

Kimberly Godwin,  
Certified Municipal Clerk