



## **Administrative Specialist II (Blueprint Legal)**

Blueprint Intergovernmental Agency

Salary: \$41,891.20 – \$97,136.00/annually

Hiring Rate will generally not exceed \$74,651.20/annually

Blueprint Intergovernmental Agency is seeking qualified Administrative Specialist II to join its team. The Blueprint Intergovernmental Agency is a unique, joint City of Tallahassee-Leon County Agency responsible for planning, designing, and constructing community-enhancing projects funded by a local option one cent sales tax. Blueprint project managers, engineers, and planners work together to preserve, protect, and enhance the community's quality of life through the implementation of holistic and coordinated transportation, water quality, environmental and green space projects. The Blueprint program began in 2000, and it is now entering its second iteration of voter approval. The workload encompassed by this second iteration is a series of 27 varied projects, which have been programmed for completion within the next 20 years with an approximate value of \$750,000,000. For more information regarding Blueprint's upcoming projects, please visit <http://www.blueprintia.org/>. In addition, the Blueprint Legal Office supports the Tallahassee – Leon County Office of Economic Vitality (OEV). OEV administers economic development programs and recruits businesses to the Tallahassee, Leon County, and surrounding areas, as well as administering the Minority, Women, and Small Business Enterprise Programs. For more information on OEV, please visit <http://oeforbusiness.org/>.

To support the Blueprint, and OEV work program, the Agency intends to hire an Administrative Specialist II to join the Agency team within the Blueprint Legal Office. The primary function is to provide assistance to Blueprint's Legal Counsel by maintaining the attorney's electronic legal files and daily schedules; schedule and process travel arrangements for the attorneys; serve as a liaison between the City and County Attorneys' Offices, outside private law firms, consultants, contractors, and departments of City, County, and State Agencies; use and search BidSync or Procurement Connect; track Agency procurement solicitations; prepare routine legal documents, correspondence, task orders, and memoranda, and assist with preparation for Agency Board meetings. In addition, knowledge of procurement and purchasing procedures; and the ability to assist with budget preparation are functions of the position. The position is responsible for processing invoices, assisting with p-card purchases; and other tasks as may be assigned by the Blueprint Attorney.



**Minimum Training and Experience:**

**Administrative Specialist II**

Possession of bachelor's degree in public administration, business administration, legal studies, or a related field, and two years of staff or administrative experience; or an equivalent combination of training and experience. Knowledge and experience using Microsoft Excel, Powerpoint, and Word, as well as MS Teams.

**Necessary Special Requirement**

Must possess a valid Class E State driver's license at the time of appointment.

**Special Conditions**

This is a time-limited position terminating in 2039 with the expiration of the Optional Local Sales Tax. However, it may be extended, should the sales tax be extended. Incumbent may participate in either the City of Tallahassee benefit plan, including the City of Tallahassee Retirement plan or the Leon County benefit program, including the Florida Retirement System. Holidays will be consistent with the City of Tallahassee benefit plan.

**CLOSING DATE: December 11, 2020**

Must submit a City of Tallahassee application by date designated above. Visit <http://www.talgov.com>. Please follow application instructions precisely.

TDD Number: 711.

Equal Opportunity, Veterans Preference, Drug-Free Employer