

Records and Administrative Coordinator, Town of Southwest Ranches, FL

Specialized administrative work focused on the management and preservation of official Town records. Responsibilities include the receipt, storage, retention, retrieval, and disposition of permanent, temporary, and vital records. The role requires initiative, sound judgment, and effective collaboration with various offices, divisions, and departments to ensure timely support for records management and retention needs, as well as accurate report preparation, distribution, and tracking.

A high school diploma or GED is required; an Associate of Arts or Science degree is strongly preferred. Experience in records storage methods, records management, or records-related clerical work—or any equivalent combination of training and experience—is desirable. Municipal government experience is preferred. A valid Florida Driver License is required.

Starting salary is \$54,808, accompanied by an excellent benefits package, including insurance and a retirement plan. This position will remain open until filled.

Please submit a cover letter, resume, and completed job application to customerservice@southwestranches.org. A blank employment application and detailed job description are available at www.southwestranches.org.