



County Administrator  
Allen J. Massey

# WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

1331 South Boulevard  
Chipley, Florida 32428  
Phone (850)638-6200  
Fax (850)638-6106

ALAN T BUSH  
District One

CHARLES KENT  
District Two

TRAY HAWKINS  
District Three

TODD ABBOTT  
District Four

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District Five

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## JOB ANNOUNCEMENT

### Circulation Manager Washington County Library

**Advertisement Date: November 28, 2018 – December 07, 2018**  
**Starting Salary: \$11.70 Hourly**

The Washington County Board of County Commissioners is currently accepting applications for a Circulation Manager position for the Washington County Library. This position will be responsible for ensuring the operation of the circulation desk runs smoothly and necessary paperwork is maintained for records as well as assisting with general library services.

**MINIMUM TRAINING AND EXPERIENCE** – Possession of a high school diploma or equivalent. Have experience as a library clerk and/or completion of some post-secondary experience indicating an ability to assume the responsibilities involved. Ability to provide own transportation in fulfillment of job duties.

Applications may be accessed online at [www.washingtonfl.com](http://www.washingtonfl.com). Applications and job descriptions may also be obtained at the Washington County Board of County Commissioners' office located at 1331 South Boulevard, Chipley, FL 32428. All interested applicants **MUST** submit an Employment Application to the Human Resources Department in the Washington County Board of County Commissioners' office by **4:00 PM on December 07, 2018**. All questions regarding this position or other vacancies should be directed to the Human Resources Department, 850-415-5151. The selected applicant will be subject to a pre-employment background check. Veteran's Preference is accepted in accordance with FS 295.08.

**Equal Opportunity/Drug-Free Workplace**