

Venues Blueprint Specialist - ContractClass Code:
XAHM3

Bargaining Unit: Not applicable

CITY OF ORLANDO

SALARY RANGE

\$15.87 - \$19.82 Biweekly

DESCRIPTION:**NATURE OF WORK:**

Performs technical and administrative support to the BLUEPRINT Project Office. Assist the BLUEPRINT Management in the successful implementation and accomplishment of the City of Orlando's Local Economic Plan (BLUEPRINT Program) for the Community Venues projects.

MINIMUM QUALIFICATIONS:

Associate's Degree in Business or a related discipline, however work experience may be considered in lieu of a degree. Candidates must have at least 6 months specialized experience performing duties similar to responding to inquiries regarding employment, training, diversity issues and project compliance. Working knowledge of Microsoft Office (ACCESS, Word, Excel and Powerpoint), LCPTracker Compliance Software and B2GNow Diversity Management System.

EXAMPLES OF DUTIES:

S18