

Job Title	Administrator-Water Quality (Anticipated Vacancy)
Job ID	183217
Location	City of Tallahassee
Full/Part Time	Full-Time
Regular/Temporary	Regular

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About Us

Tallahassee, a diverse community of nearly 200,000 residents, is the state capital and home to Florida A&M University, Florida State University, and Tallahassee State College. It is known for its national forest, freshwater lakes, and abundant parks and recreational activities. Located in the north-central portion of the state of Florida.

The City, as an organization, has a devoted workforce of approximately 4,000 people who come together to ensure the needs of the community are met through municipal services. These services include Police, Fire, Utilities (electric, gas, water, wastewater, stormwater), Parks and Recreation, Aviation-Tallahassee International Airport, and general municipal services. The City's mission is to be the national leader in the delivery of public service.

The City of Tallahassee's workforce is our community's lifeblood, we offer diverse career opportunities, a positive work-life balance, competitive compensation, exceptional wellness programs, and comprehensive benefits, all of which position us to be the premier employer of choice for this area.

Deadline (Open Until Filled)

Open until filled.

Department Name

Environmental Services

Job Specifications

For the complete job specification, listing essential duties and desirable qualifications, go to [Administrator-Water Quality](#).

The City of Tallahassee Environmental Services Department is hiring an Administrator-Water Quality!

We are seeking an experienced, dedicated, and forward-thinking professional to lead our Water Quality Division in the Environmental Services Department.

As the Administrator-Water Quality, you will be overseeing our state-of-the-art Water Quality Laboratory, managing field sampling and analysis, regulatory compliance, customer service, and strategic initiatives that support clean water for our community.

This opportunity comes as our current Administrator is preparing for retirement—leaving behind a strong foundation and an outstanding team and a rewarding leadership role that directly impacts our local community. If you're passionate about public service, and leading high-performing teams, we encourage you to apply.

This is highly responsible managerial, professional, supervisory, and technical work involving the direction, planning, coordination, and administration of the Water Quality Laboratory's operations and activities.

Minimum Training & Experience

Possession of a bachelor's degree in engineering, chemistry, biochemistry, environmental science, water resource science, or a closely related field,

AND

Four years of technical and professional work experience working with or on behalf of governmental agencies or utility services, in a potable water or wastewater utility, environmental laboratory, or water resource management that includes environmental monitoring or analysis (two years of the required experience must have been in a supervisory capacity);

- or -

An equivalent combination of training and experience.

Necessary Special Requirements

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

Salary Range

\$37.6520 to \$102.1717/hourly. Hiring rate generally will not exceed \$66.5247/hour.

Additional Information

Please note: The anticipated start date for this vacancy is August 2025.

Benefits Information

The City of Tallahassee offers a comprehensive benefits package, including:

- Paid vacation, sick leave, parental, and catastrophic illness leave
- Defined benefit pension and defined contribution plans
- Paid holidays
- Tuition reimbursement
- Medical, dental, and vision insurance
- Life and long-term disability insurance
- Pre-paid legal, critical illness, and auto insurance plans

For more information about benefits offered to eligible City employees, visit [ALEX](#) or [2025 Benefits Summary](#).

Note: OPS employees are eligible for medical insurance plans but not eligible for paid vacation, paid sick leave, or paid holidays. Temporary employees (Non-OPS) are not eligible to participate in the City's benefits programs

How To Apply

Visit Talgov.com/Employment click on the 'Apply Today' button, then navigate to 'My Job Applications' icon, and create an account. Only online applications will be accepted for this vacancy. Remember, you must complete all sections of the application, including the education and work history section, even if this information is included on your resume.

If you have any questions regarding this position or the application process, please contact the City's Human Resources and Workforce Development Department at 850-891-8214.

Equal Opportunity Employer:

The City of Tallahassee is an Equal Opportunity Employer committed to promoting equity and celebrating diversity. The City of Tallahassee invites applications without regard to an individual's race, color, gender, religion, national origin, age, disability, marital status, pregnancy, sexual orientation, gender identity, veteran status, or any other characteristics protected by law.

Veterans' Preference:

Certain service members and veterans, and the spouses of the service members and veterans, will receive preference and priority, and certain service members may be eligible to receive waivers for postsecondary educational requirements. For information on who may be eligible for Veterans' Preference, go to <http://floridavets.org/benefits-services/veterans-preference/>, or call Human Resources & Workforce Development at (850) 891-8214. To claim Veterans' Preference, applicants must upload a DD-214 (and other documentation, as applicable) with their online application prior to the closing date of the job opening.

Accommodation for Persons with a Disability:

If you require an accommodation, as defined by the Americans with Disabilities Act, please contact the City's ADA Coordinator, in the Office of Diversity & Inclusion, at 850-891-8950 or at TLHADA@talgov.com Monday through Friday, between 8 a.m. and 5 p.m., or TDD 711, at least 48 hours, (excluding weekends and holidays), prior to the application deadline.