



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant I
DEPARTMENT: Community Development
DIVISION:
SUPERVISED BY: Department Director or designee

JOB SUMMARY/OVERVIEW OF THE POSITION: Performs clerical support for the Community Development and Building Division and provides routine clerical and administrative tasks (filing, data entry, answering phones, scheduling). Work involves providing customer service to residents, contractors, and developers; processing applications and permits; maintaining records; and assisting staff with department programs. This position requires accuracy, attention to detail, and the ability to work in a fast-paced environment while following established procedures. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Provide courteous, professional customer service to the public in person, by phone, and via email.
- Receive and process permit applications, contractor registrations, and other related forms.
- Verify completeness of submitted documents and route to appropriate staff for review.
- Maintain and update department records, files, and databases in both physical and electronic formats.
- Enter data into the City's permitting and inspection software.
- May schedule building inspections and maintain inspection calendars.
- Collect and receipt payments for permits, licenses, or other department services.
- Prepare correspondence, memos, and reports as directed.
- Assist in preparing public meeting notices, agendas, and minutes when assigned.
- Respond to routine inquiries regarding permit requirements, zoning, inspection schedules, and department policies.
- Maintain confidentiality of sensitive records and information.
- Utilize the City's work order or permitting system on a daily basis to receive, update, and close assignments.
- Assist with permitting functions when the Permit Technician is unavailable.
- Scan, index, and upload plans and related documents into the electronic records management system.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern office practices, procedures, and equipment.
- Basic knowledge of building, zoning, and permitting terminology preferred.

- Skill in operating standard office equipment, including computers, copiers, and scanners.
- Proficiency with Microsoft Office Suite and ability to learn department-specific software.
- Ability to communicate effectively and courteously, both orally and in writing.
- Ability to prioritize and complete tasks with accuracy and attention to detail.
- Ability to work effectively with the public, contractors, and other City staff.

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (with corrective device), good hearing (with corrective device), ability to lift and load 45lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or GED required.
- One (1) year of clerical, administrative, or customer service experience required; municipal or permitting office experience preferred.
- Experience using computerized recordkeeping systems preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Valid Florida Driver’s License – Class E.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION	REVISION DATE: 10/2025
FLSA STATUS: Non-Exempt PAY GRADE: See current pay scale	