



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant I
DEPARTMENT: Parks and Recreation
DIVISION:
SUPERVISED BY: Department Director or designee

JOB SUMMARY/OVERVIEW OF THE POSITION: Provides routine clerical and administrative support to the Parks & Recreation Department. Duties include filing, data entry, scheduling, responding to inquiries, and assisting staff with programs and services. 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:

- Greet and assist the public in person, by phone, and via email.
- Perform general office tasks such as filing, scanning, copying, and data entry.
- Maintain and update department records in physical and electronic formats.
- Assist with scheduling recreational activities, classes, and facility rentals.
- Process routine forms, applications, and payments.
- Provide support to department staff during special events.
- May report, in some capacity to Administrative Assistant II or III.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern office practices and procedures.
- Basic knowledge of customer service principles.
- Skill in operating standard office equipment and Microsoft Office Suite.
- Ability to communicate effectively and courteously, both orally and in writing.
- Ability to follow instructions, prioritize tasks, and work accurately with attention to detail.
- Ability to establish and maintain effective working relationships with staff and the public.

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 25lbs, 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 recreation or parks 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