



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant I
DEPARTMENT: Public Works
DIVISION:
SUPERVISED BY: Department Director or Designee

JOB SUMMARY/OVERVIEW OF THE POSITION: Performs administrative and clerical support for the Public Works Department, including Streets, Drainage, Facilities, Fleet, Sanitation, and related divisions and provides routine clerical and administrative tasks (filing, data entry, answering phones, scheduling). Work involves providing customer service to residents, contractors, and vendors; processing work orders; maintaining department records; and assisting staff with department programs. This position requires accuracy, attention to detail, and the ability to work in a fast-paced, service-oriented environment. 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, vendors, and contractors in person, by phone, and via email.
- Receive, log, and track service requests and work orders through the City's work order management system on a daily basis.
- Dispatch work orders to field crews and update statuses as work progresses.
- Maintain and update department records, files, and databases in both physical and electronic formats.
- Prepare purchase orders, requisitions, and other procurement-related documents as directed.
- Assist in processing invoices and monitoring budget expenditures.
- Coordinate scheduling for meetings, inspections, and maintenance activities.
- Assist with compiling data and preparing monthly and annual reports.
- Maintain an organized inventory of departmental supplies and order replacements as needed.
- Assist with preparing correspondence, memos, and public notices.
- Maintain confidentiality of sensitive records and information.
- Assist in performing payroll and timekeeper functions for department.
- Scan, index, and upload documents into the City's electronic records management system.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern office practices, procedures, and equipment.
- Basic understanding of Public Works functions such as streets, drainage, sanitation, and facility maintenance preferred.
- Skill in operating standard office equipment, including computers, copiers, and scanners.
- Proficiency with Microsoft Office Suite and ability to learn department-specific software and work order systems.

- 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, vendors, and 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 25lbs, Sitting for extended periods of time, 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 public works office experience, preferred.
- Experience using computerized recordkeeping or work order 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