



# CITY OF BROOKSVILLE

## JOB DESCRIPTION

**POSITION TITLE: Administrative Assistant II**  
**DEPARTMENT: City Manager**  
**DIVISION: City Clerk**  
**SUPERVISED BY: City Clerk or Executive Assistant**

**JOB SUMMARY/OVERVIEW OF THE POSITION:** The Administrative Assistant II performs advanced administrative and clerical support for the City Clerk's Office and provides professional reception coverage at City Hall. This position requires a higher level of independence, judgment, and confidentiality than Administrative Assistant I. Responsibilities include serving as the primary point of contact for the public, coordinating front-desk operations, preparing official documents, assisting with records management, and providing support for City Clerk functions such as public records requests and meeting coordination. Work is performed under general supervision with considerable responsibility for accuracy and public service. 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:

- Serve as the lead receptionist for City Hall, greeting visitors and directing inquiries to the appropriate staff or department.
- Manage a multi-line phone system, screen calls, and provide accurate information to the public.
- Provide advanced clerical support to the City Clerk's Office, including drafting correspondence, formatting official documents, and compiling reports.
- Assist in the preparation, processing, and retention of public records in compliance with state law.
- Support the coordination of City meetings by preparing notices, agendas, and distributing materials as assigned.
- Process public records requests in accordance with established policies and procedures.
- Provide training or guidance to Administrative Assistant I or other front desk support staff as assigned.
- Maintain office filing systems, directories, and official logs with accuracy and confidentiality.
- Assist in coordinating schedules for City Hall conference rooms and public spaces.
- Perform notary services (if commissioned) for official documents.
- Handle incoming and outgoing mail and deliveries; manage courier services as needed.
- Perform other related duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of municipal government functions, public records law, and office

administration.

- Strong proficiency with Microsoft Office Suite and electronic records management systems.
- Skill in preparing, formatting, and proofreading official correspondence and records.
- Ability to exercise good judgment, discretion, and confidentiality.
- Ability to communicate effectively with the public, elected officials, and staff.
- Ability to manage multiple tasks with attention to detail and accuracy.
- Strong organizational skills and ability to work independently with minimal supervision.
- Ability to provide leadership and guidance to junior 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; Associate’s degree in Business Administration, Public Administration, or related field preferred.
- Three (3) years of progressively responsible administrative or clerical experience required; municipal government experience preferred.
- Notary Public certification in the State of Florida, or ability to obtain within six (6) months of hire, 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.*

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